

**Joseph T. Simpson Public Library
Executive Director Job Description
Adopted August 14, 2012
Revised October 13, 2015**

SUMMARY OF RESPONSIBILITIES

Full Time (37.5 hours per week)

Supports and promotes the mission of the library. Works in partnership with the Board of Trustees regarding budget, policy and facility issues. Works under the direct supervision of the Board of Trustees. Oversees the day-to-day operations of the library. Serves as the official spokesperson for the library. Requires attendance at daytime, evening and weekend meetings in addition to regularly scheduled public service time.

Exempt

EDUCATION

Master's Degree in Library Science required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Establish and maintain effective relationships with community, civic and professional groups and Friends of the Library.
2. Communicate with the public and staff in a courteous, friendly, and informative manner both in person and on the telephone.
3. Develop and administer a budget.
4. Lead, direct, and evaluate staff.
5. Provide effective and quality library service in accordance with the library's customer service philosophy.
6. Exhibit excellent verbal and written communication skills.
7. Possess experience and knowledge of public library collection development practices, technology services, library programming, and fundraising.
8. Operate computers and knowledge of relevant software and hardware.
9. Demonstrate strong public speaking skills.

ESSENTIAL DUTIES AND FUNCTIONS

1. Provides leadership, management and motivation to all staff.
2. Plans and evaluates, with staff and Board of Trustees, the development of services, programs, and staffing to achieve library goals and objectives.
3. Develops, administers, and evaluates annual budget for Board of Trustees approval and oversees expenditures.
4. Implements decisions of the Board of Trustees and the Cumberland County Library System Board of Trustees.
5. Oversees hiring, training, and evaluation of library staff.
6. Oversees fundraising activities and events.
7. Directs overall maintenance of building and grounds in conjunction with the property committee.
8. Promotes library at civic, educational, and community functions.
9. Serves as library liaison to Board of Trustees and Friends of the Joseph T. Simpson Public Library Board of Directors.

10. Analyzes library use, evaluates trends and recommends appropriate courses of action that fulfill the library's mission and goals. Formulates library goals and objectives and develops policies and programs accordingly.
11. Oversees continuing education opportunities for all staff to meet annual continuing education requirements.
12. Facilitates staff and team meetings.
13. Prepares and distributes regular reports of library activities.
14. Prepares grant proposals and assists in procuring supplemental funding for the library.
15. Other duties and responsibilities may be added at the Board of Trustees' discretion.

WORKING CONDITIONS AND PHYSICAL DEMANDS

1. Physical requirements include ability to move around the facility, walk, sit, bend, climb, kneel, stoop, lift and carry.
2. Use hand and finger motion with enough manual dexterity to use computers and handle library items.
3. Duties are performed in surroundings where undesirable physical conditions and hazards are minor and controllable.

Employment Clearances

Must have FBI criminal history, Pennsylvania Child Abuse and Pennsylvania State Police Criminal History clearance that qualify the individual for employment as outlined in the library system's Employee Clearances policy.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position.