

NORTHEAST OHIO REGIONAL LIBRARY SYSTEM

POSITION DESCRIPTION

POSITION:	EXECUTIVE DIRECTOR
SALARY GRADE:	(NOT GRADED) – Salary Set by Board
REPORTS TO:	NEO-RLS Board of Trustees
STATUS:	Salaried - Exempt – Full-Time (37.5 hours/week)

The duties listed below are essential job functions for which reasonable accommodations will be made. All job requirements listed indicate the minimum level knowledge, skills and/or ability deemed necessary to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform any other job-related instructions as requested by their supervisor subject to reasonable accommodations.

This position supports the NEO-RLS mission to enhance libraries!

PURPOSE

The incumbent is responsible for administrative oversight of the operations of NEO-RLS, in accordance with the strategic plan, with Ohio Law and in support of the overall interests of member libraries.

ESSENTIAL FUNCTIONS AND DUTIES

- Leads, develops and manages membership programming and services.
- Manages change effectively.
- Coordinates and assists in the political representation of NEO's membership.
- Develops and implements an annual budget, within established guidelines and in support of NEO's overall strategy.
- Stays current with future trends in libraries and adjusts NEO services accordingly to assure relevance.
- Responsible for NEO's personnel management and the operation of staff as an effective team.
- Approves purchases and other expenses.
- Attends meetings and other industry events as needed; participates actively in state and national library associations and events.

QUALIFICATIONS

1. Master’s Degree from ALA-Accredited Library School required.
2. A minimum three - five years administrative experience preferred.
3. Must qualify to be bonded.

KNOWLEDGE AND ABILITIES

- Excellent oral and written communication skills.
- Ability to teach, speak and act as a consultant to member libraries on a variety of topics.
- Must be able to understand and work effectively with the Fiscal Officer to maintain the day-to-day fiscal operations and responsibilities of NEO-RLS.
- Outstanding innovation and change management skills.
- A history of success in obtaining grants and/or other external funding is preferred.
- All NEO-RLS employees are expected to have and maintain good interpersonal and communication skills; maintain a tolerance and sensitivity to the needs of members, patrons, and staff; maintain a positive and pleasant attitude and be cooperative with members, staff and co-workers.

EQUIPMENT AND EFFORT REQUIRED

- Be available to work a flexible schedule that could involve nights and/or weekends where appropriate.
- Must have valid driver’s license, appropriate automobile insurance and reliable means of transportation.
- Ability to lift and carry and push a cart of materials weighing up to 30 pounds. Manual dexterity to file items in cabinets from floor level up to 90 inches in height. Manual dexterity needed to operate a personal computer and keyboard, printers, telephone and other office equipment.

The Board of Trustees and the employee shall review this position description annually.

Signatures:

President, NEO-RLS Board of Trustees:

Date: _____

Executive Director:

Date: _____

Approved by the NEO-RLS Board of Trustees on March 19, 2013