The Hayner Public Library District

EXECUTIVE DIRECTOR

Reports to: Board of Trustees
Department: Administration
Date Approved: ______________

General Description
The Executive Director of The Hayner Public Library District advises the elected board on all matters of policy, planning, and finance; and oversees all operations, personnel, and facilities of the library district.

Duties & Responsibilities
• Develops new and revises current policies as needed. Presents policies for board approval and implements policies with the support of district management staff. Policies may include but are not limited to:
  o Board Bylaws
  o Investment
  o Technology
  o Operations
  o Emergency/Disaster
  o Collection Development
  o Personnel
  o Volunteers
  o Interlibrary Loan
  o Electronic Resources Acceptable Use
  o Behavior
  o Illinois Room

• Develops and presents the annual budget and long-range financial plan first to the Finance Committee, then to the board, for approval; provides regular financial reports and projections to the board;
• Maintains progress on library district goals and objectives and reports the progress to the board in an accurate and timely manner;
• Coordinates the preparation of annual appropriation and levy ordinances in preparation for presentation to the board for approval;
• Informs the board fully and in a timely manner on matters affecting The Hayner Public Library District;
• Oversees the day-to-day operations of the library district;
• Oversees the physical maintenance and security of all library facilities and equipment;
• Hires and fires staff;
• Supervises, evaluates, and disciplines the Assistant Director positions;
• Oversees the supervision, evaluation, and discipline of all other library district personnel through the management staff;
• Negotiates with vendors and suppliers for the purchase of goods and services for the library district;
• Supervises the preparation of bid specifications and participates in all contract negotiations on behalf of the library district;
• Authorizes all expenditures and purchases within the limitations of the approved budgets;
• Oversees the search for additional funding sources for the library district and follows necessary steps to secure the additional funding;
The Hayner Public Library District

- Acts as liaison to the Jennie D. Hayner Library Association and to the Friends of the Library Organization; presents budgetary requests to each for their consideration;
- Is actively involved in the community.

**Education & Skills**
- Extensive experience at an acceptable administrative level and graduation from a four-year accredited college is required. A Master’s Degree in Library Science, Public Administration, or Business Administration from an accredited school is desirable. Also acceptable is an equivalent combination of education, experience and training which provides the required knowledge, skills, and abilities.
- Must have the ability to effectively communicate both orally and in writing.

**Physical Demands**
Walking, sitting, standing and moderate lifting up to 25 pounds.

**Working Conditions**
- Work is indoors in a temperature controlled, office environment;
- Some additional hours (evenings and weekends) may be required of the Executive Director, as an exempt member of the staff, to attend meetings and/or represent the library at functions or events;
- Some travel to local, regional, state, and/or national meetings required.

The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.

Signed: ______________________________________
Executive Director

Signed: ______________________________________
Board Secretary/Personnel Committee Chair