



Job Description

Job Title: Executive Director

FLSA: Exempt

Date: 12/02

Job Summary: Directs and manages the administration and management of all staff, system functions, operations, and services; serves as administrative agent for the Board of Trustees and implements Board policy; serves as a member of the Management Team; performs other duties as assigned.

Essential Functions:

1. Serves as consultant to the Board and meets with the full Board and committees;
 2. Formulates and recommends system-wide policies, goals, and objectives;
 3. Implements and ensures the effectiveness of approved policies, procedures and goals, etc.;
 4. Administers personnel policy and procedures;
 5. Supervises all UHLS staff either directly or indirectly; oversees and/or conducts personnel performance evaluations;
 6. Establishes and maintains effective working relationships with Directors and Trustees of member libraries and with legislators and government agencies;
 7. Supervises the preparation and administration of the annual budget and oversees the fiscal management of the system;
 8. Directs the planning and organization of all programs and services for System members and evaluates the effectiveness of System services;
 9. Directs and oversees the maintenance of the System building and all physical holdings;
 10. Keeps informed of developments in the field through active participation in professional meetings and conferences, professional journals and staff interaction; and
 11. Performs other duties as assigned.
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Required Knowledge, Skills, and Abilities:

1. Thorough knowledge of Upper Hudson Library System policies and procedures;
2. Knowledge of System organization, procedures, policies, goals and services;
3. Ability to develop and implement effective system-wide policies, goals and objectives;
4. Knowledge of modern library administrative practices;
5. Ability to implement and enforce system policies and procedures;
6. Ability to plan and coordinate the work of staff;
7. Ability to exercise leadership and motivate staff;
8. Ability to accurately evaluate services and programs;
9. Ability to effectively communicate and work with other staff members and maintain effective working relationships with staff and others;
10. Ability to use sound judgment and take initiative in making recommendations for improvements in, and/or planning and developing new services, programs and policies;
11. Ability to prioritize and multitask; and
12. Ability to obtain a Public Librarian's Professional certificate (NYS required).

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Education and Experience:

1. Masters degree from an ALA accredited school of library and information science; and
2. Eight years of relevant professional public library experience, including three in a responsible administrative position of an increasingly responsible administrative/supervisory capacity; or
3. Equivalent combination of technical training, education, and experience.

Physical and Environmental Conditions:

Work requires no unusual demand for physical effort.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meetings and training rooms, libraries, and vehicles, e.g., use of safe work place practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, and/or working in moderate outdoor weather conditions.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.