

# **Oak Park Public Library | Executive Director Job Description**

Library Board approved December 18, 2001, Revised December 20, 2012, Proposed revision May 24, 2022.

**Job Title:** Executive Director

**Responsible to:** Library Board of Trustees

**Reports to:** Library Board President

## **Summary of Responsibilities:**

Under the direction of the Oak Park Public Library Board of Trustees, the Executive Director's primary responsibilities are to maintain the Oak Park Public Library in ways that anticipate and fulfill the needs of the Oak Park community, utilizing all resources available. The Executive Director is responsible for every phase of library strategy, including administration and management of operations, programs, collections and services, library staff, multi-faceted strategic plan implementation, technology, public relations, outreach and marketing, buildings and grounds, equipment, and budget. The executive director is to work independently following the policies of the Oak Park Public Library Board of Trustees.

## **Further Detail of Executive Director Responsibilities:**

### **Board Accountability**

- Attends Board of Trustee and Board Committee meetings as deemed appropriate
- Works with the Board of Trustees to carry out the affairs of the Oak Park Public Library, including assistance in the formulation of policies and practices of the Board
- Supports and requires the implementation of all board-approved strategic plans across library directors and departments, including operational, fiscal, and anti-racism strategic plans
- Plays an active role in annual strategic and succession planning
- Develops and implements the necessary people and staff infrastructure that supports the library's objectives
- Working with the library's leadership, management, and financial teams, creates the annual budget for presentation to the Board of Trustees for its discussion, possible amendment, and ultimate approval

### **Staff & Culture**

- Direct and support the recruiting, training and development, culture-building, performance management, and retention of staff
- Maintains an overview of library activities to hire and position staff to where they best serve the community and can realize their own success
- Leads, implements, facilitates, and encourages professional development among staff members and mines the talents of staff to benefit library activities and goals
- Creates opportunities for staff to suggest and implement improvements in library service, programs, and collections within a community-focused framework that supports the vision and mission of the Oak Park Public Library

- Provides leadership to staff concerning the creation and implementation of innovative and inclusive practices in library management/administration and strategic planning

### **Community Engagement & Relations**

- Articulates an understanding of the ethos, complexities, and cultures of the Oak Park community
- Expands community outreach to provide broader channels for the exchange of information, encouraging the library's responsiveness to the needs of the community and measuring and communicating impact with all stakeholders
- Provides liaison initiatives to the business and school communities, positioning the library as a partner to them
- Pursues partnerships with other organizations as appropriate to build offerings and audiences, consulting others knowledgeable in the field as appropriate in support of the library's role in community building and creating a shared and valued social infrastructure
- Must be able to envision the future and continue to build community with partners, patrons, and peer libraries on a local, regional and national level

### **Services & Operations**

- Oversees the utilization and maintenance of the library's owned building, rental spaces, and grounds.
- Leads the day-to-day operations of the library, including but not limited to: collections, communications, equity and anti-racism, human resources, operations, public services and programs, social services and public safety, and technology
- Supervises the use and maintenance of technology to deliver, monitor, and enhance library service(s)

### **Budget & Finance**

- Maintains the financial integrity of the budget's implementation and administration
- Oversees the appropriate solicitation, acceptance, and expenditure of restricted gifts
- Collaborates with the library's leadership and financial teams on disseminating information to staff, trustees, and appropriate outside parties regarding the reconciliation of income and expenses/budgeting
- Oversees the provision of clear and complete reporting of library finances to the Board of Trustees for transparency for the community
- Ensures that a professional audit of the library's finances is conducted every year and the results are reported to the Board of Trustees

### **Communication**

- Acts as a conduit between the Board of Trustees and staff to ensure smooth coordination of articulations associated with daily operations, fundraising activities, and other pertinent communications related to the library
- Facilitates, understands, and supports the leading and directing of all internal and external communications and public relations of the library

- Oversees the continual development of the library's website so that it is an outstanding instrument for service delivery, information exchange, and public awareness
- Must be able to clearly communicate and articulate library decisions and actions as they support the library's mission, vision and goals—especially when others' values are not in alignment – be empathetic and skilled at problem solving, conflict management, and resolution

### **Other Responsibilities**

- This position description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee for this position.
- This job description may be reasonably amended from time to time as the Oak Park Public Library Board of Trustees, as supported by community needs and aspirations, deems appropriate and advisable.

### **Education, Experience, & Qualifications Required:**

- Holds a Master of Library Science or other Master's level administrative, social sciences, civic, and or policy-informed degree from an accredited university
- A minimum of seven (7) years of progressively responsible experience in administration and staff supervision, including at least five (5) years of supervision of a public department or as a director or assistant director, with evidence of knowledge, expertise, and passion for library science and the functions of public libraries. Having had this experience directly in a public library is desired. A combination of education, professional, and lived experiences that demonstrate the ability to meet the requirements of the position successfully may be considered
- Thorough knowledge of library principles, practices, techniques, materials, and technology in the field of library management and administration
- Must show comfort with current technology and media outlets, be aware of future library, media, and publishing trends, and use excellent communication and interpersonal, verbal, written, and nonverbal skills
- Should possess the ability to analyze, interpret, lead, and implement strategies associated with business and professional journals, financial reports, strategic plans, and legal documents
- Must be skilled in effectively and sensitively responding to and reaching out to members of the staff, community, board, and other key stakeholders
- Ability to articulate one's leadership style and its impact is essential. Proven leadership ability, initiative, self-monitoring/reflection, innovation, and organizational skills are also desirable

### **Oak Park Public Library Board of Trustees Commitment:**

*Below are the commitments that the Oak Park Public Library Board of Trustees would make to ensure a mutual, reciprocal relationship that fosters the executive director's own health, care, and holistic growth:*

- Open lines of communication toward mutual respect, vulnerability, accountability, and transparency
- Opportunities toward professional development, leadership development, and self-care as priorities that are intentionally centered and named as a part of your vocational experience

- Genuine leadership and innovation opportunities, unhampered by micromanagement or implicit biases around leadership
- Collaborative work environment with a commitment to the invitation and welcome of your whole self in the work environment
- Opportunities for celebrations, affirmations, and acknowledgment of successes and milestones

## **Work Environment and Physical Demands:**

*The physical demands described here are representative of those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- This position operates in an office and library environment and regular visits throughout the facilities (including branch libraries)
- While performing the duties of this position, this role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, etc.
- Regularly required to read, write and communicate fluently in English
- Frequently required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms
- Dexterity to use a computer keyboard frequently
- Frequent need for visual acuity sufficient to read and focus on a computer screen
- Evening and weekend hours may be required

## **Compensation**

**Starting Salary Range:** \$135,000 to \$150,000

This position is full-time, 40 hours per week, includes a flexible schedule, some remote work, and is exempt from the wage and overtime provisions of the Federal Fair Labor Standards Act.

This position is eligible for a benefits package that includes generous paid time off (vacation, holidays, floating holidays, and health leave); health insurance; dental and vision insurance; life insurance; enrollment in the Illinois Municipal Retirement Fund (defined benefit pension plan); and other competitive benefits.

*The Oak Park Public Library is an equal opportunity employer. We work to create and support an environment of diversity, equity, inclusion, and anti-racism for the benefit of our staff, our collections, our programs and services, our patrons, and our community. Members of underrepresented groups and those committed to working in a diverse cultural environment are encouraged to apply.*