



JOB DESCRIPTION

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| JOB TITLE: | Chief Executive Officer | FLSA: | Exempt |
| DEPARTMENT: | Administration | GRADE: | 22 |
| REPORTS TO: | Library Board of Trustees | DATE: | 1/21/2020 |

SUMMARY:

Perform functions, as Chief Executive Officer, to establish, implement and communicate strategies, direction, plans and programs for the operation and growth of the Library System to suit the needs of the community; and direct the efforts of subordinate Department Heads/Branch Managers under the policies, guidance and at the pleasure of the Board of Trustees. The Orange County Library System is an Independent Special Taxing District to the State of Florida and governed by the Library Board of Trustees and the Library Governing Board.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Defines the mission of the Library System and communicates concepts and objectives to the Board of Trustees; plans long and short-term strategies, programs and systems for implementation and communication to staff and the public; directs and motivates the efforts of immediate staff to ensure that activities are targeted toward realization and fulfillment of established mission.
- Acts as steward of the Library's collection; establishes the overall goals for the selection, control, dissemination, management and maintenance of the Library's collection and directs the accumulation, arrangement and disposition of materials; ensures that the Library's practices and technology are sufficient and effective; secures the parcels and land suitable for branch facilities, arranges financing and negotiates terms of purchase. Selects, under appropriate *Florida Statutes*, the site engineer, architect and contractor to design and build appropriate facilities that will deliver innovative services to the community.
- Manages the Library's capital resources; ensures the appropriate construction, renovation, maintenance, location and utilization of physical facilities and equipment.
- Manages the Library's financial resources; examines system wide and division budget proposals, proposes capital funding projects and devises appropriate capital funding plan with correct millage to accomplish plan which may require a major marketing plan to align the Board of Governors and citizens. Ensures compliance with fiscal, operating, reserve and growth objectives; presents or directs the presentation of budgetary issues to Board of Trustees and responds to related inquiries; ensures proper accounting, reporting and auditing of the Library's financial systems and records; presents and interprets financial statements and other financial reports to Board of Trustees and other regulatory agencies or organizations and responds to related inquiries.

ESSENTIAL FUNCTIONS: (continued)

- Invests the Library's financial resources; specifically, the Defined Benefit Pension Plan, the Health Insurance Self-Funded Plan and the Melrose Endowment Fund in appropriate authorized funding vehicles to maximize investment returns while protecting principle. Acts as fiduciary for Library funds, publishes fiduciary statements periodically but at least annually.
- Ensures that all elements of the Library's operations are in compliance with Library Board of Trustees, Library Board of Governors, State, Federal and Local regulations, legal requirements and mandates.
- Prepares and presents periodic and special reports to the Library Board of Trustees relating to Library System operating statistics, project activities and issues of significance affecting the Library System.
- Defines, develops and modifies the staffing structure of the Library System including all divisions of responsibility and levels of authority; ensures that human resource systems including policies, practices, employment, employee relations, compensation and benefits programs are in compliance with regulatory requirements and meet sufficient competitive standards to attract and retain qualified staff; interviews, selects and trains immediate staff and reviews/authorizes the hiring and discipline of other Library staff.
- Manages relationships with unions, if applicable, as well as non-represented staff. Selects union negotiator, as needed, and guides progress of contract negotiations.
- Establishes organizational goals, objectives and assignments; reviews and explains work, monitors work quality and provides guidance to resolve operating problems.
- Explains and enforces Library rules and regulations, interprets and clarifies policy and maintain harmonious employee relations; establishes standards of performance, appraises performance and authorizes changes in employee status; monitors and authorizes staffing plans and operating policies and procedures for operations.
- Establishes standards and goals for staff training related to professional, technical and managerial concepts and job requirements; authorizes implementation plans, related policies and specific programs and monitors results; establishes management systems and professional precepts and directs the implementation of related programs.
- Plans and implements public relations activities to ensure that the Library, its services and mission are effectively represented to the public; represents librarianship and the Library System to the public as its chief spokesperson, through media communications, appearances at selected events, speaking engagements, membership and participation in community service, civic and professional organizations and other similar activities.
- Develops and implements systems and models to market the Library's services and programs and to support and advance the Library's role in the community.
- Maintains current awareness of technological and managerial advances relating to library services; develops and implements systems to update and enhance library services to the public through the utilization of technological innovations.
- Maintains current awareness of library science and emerging issues affecting libraries and public access to information, including related perspectives, pending legislation, as well as the public's perception of libraries and their roles.
- Participates and develops an active presence in the Florida Library Association, the American Library Association and subsidiary or affiliated organizations to represent the Library System and influence others engaged in or interested in matters affecting libraries.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Master's degree in library science; AND ten (10) years of professional librarian experience, five (5) years of which were at a managerial level; OR an equivalent combination of education, training and experience.

Required Certificates, Licenses, and Registrations:

- Florida Driver's license.

Required Knowledge and Skills

Required Knowledge:

- Professional public library operations.
- Current trends and developments in the fields of executive leadership, management, public administration, and library services.
- Finance and accounting, including financing methods, public and private funding sources; and complex budget development, administration, and control.
- Complex project planning methods and techniques.
- Pertinent Federal, State, and Local laws, regulations, and ordinances.
- Library policies and procedures.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and the management of employees through multiple levels of supervision.
- Principles and practices of developing teams, motivating employees and managing in a team environment.
- Techniques and practices for efficient and cost-effective management of resources.
- Techniques for working with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds.
- Principles and techniques of making effective oral presentations.
- Correct business English, including spelling, grammar and punctuation.

Required Skills:

- Planning, organizing and administering a comprehensive and varied library operations and services operations.
- Administering programs and staff directly and through subordinate supervision.
- Analyzing the implications of various business and organizational situations pertaining to the Library so as to render sound, logical decisions.
- Developing and implementing goals, objectives, policies, procedures and work standards.
- Interpreting, applying and explaining applicable laws, codes and regulations.
- Providing consulting services to supervisors and managers.
- Preparing clear and concise reports, correspondence and other written materials.
- Using tact, discretion and prudence in working with those contacted in the course of the work.
- Making effective oral presentations to large and small groups.

Required Skills: (continued)

- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Upholding the Library System’s mission and values in the pursuit of all duties; respect for the individual, our organization, and the community, excellence, and integrity in actions, while providing excellent customer service to all internal and external customers.
- Working constructively with the State Library of Florida in advancing state goals and state library initiatives.

PHYSICAL/MENTAL REQUIREMENTS:

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

Mobility to work in an office setting, use standard office equipment and stamina to sit and stand for extended periods of time; strength to lift and carry up to 30 pounds; vision to read printed materials; and hearing and speech to communicate in person or over the telephone. Incumbent must have the ability to bend, reach, stoop and push.

WORKING ENVIRONMENT:

Work is performed in a Library setting. Travel required to branches, office locations throughout the Library system and to Tallahassee, the site of State Library.

I understand it is my responsibility to uphold the Library System’s mission and values in pursuit of all duties including:

- Adding to quality of life by creating a learning environment and experiences that foster personal growth and development.
- Promoting LEARNING to improve the lives of those in the Community.
- Empowering and fostering CREATIVITY and COLLABORATION.
- Delivering outstanding SERVICE to external and internal customers.
- Demonstrating RESPECT, INTEGRITY, and EXCELLENCE.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____