Central New York Library Resources Council Job Descriptions

Executive Director

Minimum Qualifications

<u>Education:</u> A.B. or B.A./B.S degree; M.L.S. or equivalent professional

certification in library and information science from an ALA-

accredited program.

Experience: At least 8 years of professional library experience, with at least two

years in an administrative capacity.

General: The Executive Director is appointed by, and serves at the pleasure of,

the Board of Trustees. The position requires excellent written, oral and advocacy skills; effective group leadership and facilitation skills; knowledge of general library trends and technology; frequent travel; and ability to work effectively with minimal supervision. The position is exempt, and requires a minimum 37.5 hours per week.

Position Summary

As the Council's chief administrative officer, the Executive Director is responsible for planning and carrying out the Board's policies, and administering the Council's staff, programs, and fiscal affairs within the purview of State Education Law and the Commissioner's Regulations.

Major Activities and Responsibilities

General

The Executive Director will:

- Keep the Board of Trustees fully informed of all Council activities
- Keep the Board of Trustees and Council members informed of Federal and State legislation affecting libraries
- Be an ex-officio member of all Council committees except the Nominating Committee
- Represent the Council at meetings pertinent to Council affairs including but not limited to:
 - o American Library Association
 - o NYLA

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- Be the active liaison with the other councils in Empire State Library Network (ESLN) and the New York State Division of Library Development (DLD)
- Be an active advocate for libraries and be in regular contact with all State and Federal legislators
- Be informed of professional developments in library and information fields
- The Executive Director will serve as liaison to the following committees:
 - o Executive
 - Finance
 - o Legislative
 - o Library Resources and Services (LRS)
 - o Planning and Review
 - Committee duties include but are not limited to coordinating meeting schedules, attending meetings, producing and disseminating minutes, and completing all necessary assignments as requested by the committees. All duties will be conducted in a timely manner to facilitate the work of the Council.

Administrative and Fiscal

The Executive Director will:

- Recommend new programs and policies to the Board of Trustees
- Continually evaluate the effectiveness of the Council's services and programs and make adjustments accordingly
- Submit an annual budget to the Board of Trustees and provide fiscal reports to the Board at least six times per year
- Direct and supervise the expenditures of Council funds
- Recommend and administer public relations programs, including the annual meeting and other similar events
- Recommend and administer policies on the purchase of necessary materials and services
- Prepare and submit all necessary reports to the proper authorities in a timely manner
- Administer all Council contract activities
- Seek out, recommend, prepare, and submit grant proposals
- Administer all Council-sponsored grant programs, in conjunction with the Assistant Director as appropriate
- Manage and lead the administration of the Council office in accordance with the current Plan of Service.

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Personnel

The Executive Director will:

- Regularly review the Personnel Manual and recommend and administer personnel policies for the Council staff
- Make personnel appointments to staff positions and employ temporary help within budgetary constraints and subject to Board confirmation
- Conduct staff meetings as necessary and, in accordance with the Personnel Manual, prepare periodic evaluations of the Council staff
- Administer the Council's retirement plan, health insurance, workers' compensation, and disability benefits programs by contractual arrangement with these agencies
- Plan and coordinate work of other Council employees, exercise leadership, and motivate others.

Salary

\$75,000 to \$85,000

Benefits

The executive director is a 37.5 hour position. Benefits include; social security; retirement; health, dental and unemployment insurance; disability and worker's compensation; sick leave; vacation time.

Retirement -- CLRC offers a minimum of 3% of gross pay to a TIAA-CREF account. CLRC will match this contribution at 9% of the employee's gross pay.

Health Insurance – Covered for full-time staff, employee pays portion for family members.

Vacation -- 7 hours of vacation per pay period to a total of 180 hours per year. Vacation time is cumulative up to 240 hours.

Paid Holidays -- 14 per year.

Sick leave -- 3.5 hours per pay period, cumulative to 480 hours.

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