Executive Director

DEPARTMENT:	Administration
GRADE:	90
CLASS CODE:	EXECDIR
FLSA STATUS:	Exempt
UNION STATUS:	Not Represented
REVISED DATE:	September 2024

Summary:

The Executive Director is responsible for the financial, ethical, strategic, and visionary oversight of the Timberland Regional Library (TRL) district. The Executive Director fosters strong connections with community leaders and stakeholders to lead the charge on advocacy for support and funding. In the day-to-day, the Executive Director leads large initiatives that promote continuous improvement, reviews data and metrics, and explores new service models, trends, and ideas with the goal of keeping the organization fiscally solvent. In collaboration with the Board of Trustees and the Administrative Team, the Executive Director communicates big picture ideas, models, and upholds TRL's values, and advocates for the effective utilization of TRL resources.

Reporting Relationships and Teamwork:

The Board of Trustees supervise this position. The Executive Director supervises the Deputy Director, Operations Director, Content and Access Director, and the Executive Administrator.

Essential Duties and Responsibilities:

Class specifications are intended to provide a descriptive list illustrative of the range of duties performed by the Executive Director. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Visionary Leadership

The Executive Director leads the development, articulation, implementation, and stewardship of a vision of library services that is shared and supported by the Trustees, Administrative Team, employees, and community stakeholders.

- Develops and communicates a strong vision for libraries and library services.
- Articulates and models to improve efficiency and effectiveness.
- Anticipates change and develops appropriate strategies.

Strategic and Organizational Leadership

The Executive Director is a strategic thinker, who leads the organization with clearly articulated strategies and organizational goals.

- Advocates for support of the library to government entities, community organizations and the general public.
- Stays current with new ideas and trends among libraries.
- Effective decision-maker and problem-solver who gathers input, makes timely decisions, and communicates results.
- Parses what initiatives are important to core values and services and makes decisions accordingly.
- Encourages growth and development of employees.

Administrative Leadership

The Executive Director is an administrative leader, building and developing an Administrative Team to fulfill the organization's Vision, Mission, Values and Strategic Plan.

- Articulates strategic vision and objectives and clearly directs Administrative Team.
- Identifies growth areas and provides support for the development of Administrative Team members.

Facilities Development

Provides recommendations to the Board of Trustees regarding long range planning, direction, and development of the organization's facilities.

Financial Management

The Executive Director effectively manages fiscal resources in accordance with Board priorities and TRL Vision, Mission, Values, and Strategic Plan.

- Knowledgeable about financial activities and the needs of the library.
- Ensures that library funds are spent appropriately, in the best interests of the library.
- In partnership with the Finance Administrator, provides the Board accurate, understandable information about the financial status of the library through regular financial reports.
- Makes well-supported budgeting recommendations to the Board.
- Ensures all governmental and legal requirements of the library are met.

Government/Community Relations

The Executive Director effectively communicates the TRL Vision, Mission, Values, and Strategic Plan ensuring that TRL is listening and responding to the needs of the library district.

- Serves as the face of the library in the community.
- Develops a cooperative working relationship with community leaders, organizations, and agencies.

- Effectively represents, promotes, and advocates the library's interest with governing authorities and state and national associations.
- Understands the needs of the community and how the library can best meet those needs.
- Has a strong and evolving understanding of the library's current and future role in the community.

Board of Trustees Relations

The Executive Director works effectively with the Board to enable Trustees to exercise their governance responsibilities.

- Keeps Board of Trustees informed about issues, needs, and operations of the library.
- Provides information to the Board when needed on issues requiring Board action and makes appropriate recommendations based on thorough study and analysis.
- Interprets the intent of and executes Board policy.
- Understands the role of the Executive Director and the Board in the creation and execution of Board policy.

Core Skills and Qualities:

Employees are expected to demonstrate the following qualities at all times.

1. Develops and communicates a strong vision for libraries and library services based on the Vision, Mission, Values, and Strategic Plan of TRL.
2. Articulates and expresses the needs of the libraries to all employees to accomplish the goals based on the Vision, Mission, Values, and Strategic Plan of TRL.
3. Implements the Vision to the Administrative Team that then carries through to direct employees. Constantly pushes to improve efficiency and effectiveness. Anticipates change and develops appropriate coping strategies.
4. Stewards the organization and the Administrative Team. Model's expectations to employees to ensure that the library is proactive and responsive, patron and community centered, forward thinking and mission driven.
5. Strategic and effective decision making and problem solving; gathers input, makes timely decisions, and communicates results. Advocates for the library before government, patron, community, and the general public.
6. Leads the organization and reviews current trends and new ideas among library organizations worldwide.
7. Organizes initiatives that are important to the core values and services and makes decisions accordingly. Encourages growth, development, and mentorship of employees.
8. Leads and articulates the Vision, Mission, Values, and Strategic Plan that directs the work of the Administrative Team.
9. Builds, develops, identifies, and supports the growth areas for the Administrative Team.
10. Developments oversight of the Operations department and facility needs.
11. Operation oversight of library physical space needs.
12. Maintenance of equipment oversight of facility needs.

13. Manages in partnership with the Finance Administrator and provides the Board accurate, understandable information about the financial status of the library through regular financial reports. Makes well-supported budgeting recommendations to the Board. Ensures all governmental and legal requirements of the library are met.
14. Prioritizes and ensures that library funds are spent appropriately, in the best interests of the public. Knowledgeable about financial activities and needs of the library.
15. Explores and proposes to the Board new potential sources of finance for programs and services.
16. Communicates effectively and represents, promotes, and advocates the library's Vision, Mission, Values and Strategic Plan with governing authorities, federal, state, and national associations. Serves as the face of the library in the community.
17. Ensures and develops a cooperative working relationship with community leaders, organizations, and agencies.
18. Responds to the needs of the community and how the library can best meet those needs. Has a strong and evolving understanding of the library's current and future role in the community.
19. Works with and develops Trustees knowledge through orientation, trainings, and education on their roles and responsibilities.
20. Communicates with the Board and informs them about issues, needs, and operations of the library. Interprets the intent of and executes Board policy.
21. Provides information to the Board when needed on issues requiring Board action and makes appropriate recommendations based on thorough study and analysis. Understands the role of the Executive Director and the Board in the creation and execution of Board policy.

Required Knowledge, Skills, and Abilities:

Employee is expected to perform or possess the following:

1. Demonstrated ability to establish and maintain positive relationships with the Board of Trustees, community partners, stakeholders, patrons, employees, and the public.
2. Strong strategic planning, short and long-range planning, fiscal management, and oversight of public library services, systems, and best practices.
3. Well-developed skills in problem solving, analysis, and evaluation.
4. Demonstrated financial knowledge working with public tax funds and funding sources.
5. Excellent written and oral communication. Open, approachable, and honest communicator.
6. Effective management of organization change.
7. Ability to establish priorities, organize workload, and strong delegation skills.
8. Strong focus and demonstrated ability to lead in a public library setting.
9. In-depth knowledge of current library principles and practices.

Technology Requirements:

- Strong computer skills in a Windows-based environment.
- Library technology, resources, databases, and software.

- Microsoft Office Suite skills (e.g., Outlook, Word, SharePoint, Teams) to satisfactorily complete job responsibilities

Education and Experience:

Master's degree in library science, ten (10) years library experience, five (5) years of administrative management and/or direct supervisory experience in a multi-location public library system
OR an equivalent combination of education and experience.

Licenses, Certifications, and Special Requirements:

- State of Washington Librarian Certification is required.
- Must pass and maintain a criminal background check.
- Must have a valid Washington State driver's license and an acceptable driving record.

Physical and Environmental Conditions:

- Work is performed in a busy, service-oriented office with frequent interruptions and under the stress of continual pressure to meet deadlines and manage competing priorities.
- Frequent travel is required to attend meetings at other sites and locations, or to participate in work-related assignments.

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

Working conditions could involve volatile situations with employees or members of the public.

This and all TRL positions are subject to transfer, based on library need.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job. Timberland Regional Library is also an Equal Opportunity Employer.