

CAPE LIBRARIES AUTOMATED MATERIALS SHARING

POSITION DESCRIPTION - Executive Director

Posting Date: April 24, 2026

Summary of Position

This position is responsible for the leadership, development, and administration of the CLAMS Network, including planning, personnel management, budget development, and implementing services for members in the Network. This is a remote position with regular need for in-person meetings at member libraries or at the CLAMS satellite office in Hyannis, MA.

Supervision

Provided: Highly independent position working under the general direction of Board of Directors; duties require initiative and judgment to plan and oversee the administration of the Network, and develop and deliver library services to meet individual member and Network needs. The position generally establishes its own work plan and completes or oversees work in accordance with established departmental policies and procedures, or acceptable standards. The position is expected to solve through experienced judgment most problems of detail or unusual situations by adapting methods or interpreting instructions or guidance to resolve. Technical and policy problems or changes in procedure are discussed with the Board of Directors, but ordinarily the position determines the sequence, timing, and performance of work. The position is expected to resolve departmental and function conflicts and coordinate with others where necessary.

Performed: The position is responsible for the supervision of up to 6 remote employees, evaluating and disciplining subordinates, as well as budget development and control.

Judgement: Work is performed based on Board of Directors or Membership policies, general principles, legislation, or directives that pertain to a specific department or functional area. Extensive judgement and ingenuity are required to develop new or adapt existing methods and approaches to accomplish objectives and/or to deal with new or unusual requirements within the limits of established guidelines, practices, or policies.

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Work Environment

General: Work is performed in a remote work setting. The position may occasionally be required to work beyond normal business hours (including evenings and weekends) to attend meetings or related functions. The position operates standard/common office and computer equipment and software applications. Receives training to operate specialized applications as utilized.

Environment & Occupational Risk: The employee operates standard office and library equipment. Light to moderate physical effort required to perform duties. Minimal physical effort associated with office duties. As such, duties present little potential for injury, minimal occupational hazard and have the level of occupational risk exposure associated with an office environment.

Contact: The position interacts with the member libraries, co-workers, vendors and contractors, civic leaders, and state officials. Occasional contact with representatives of professional organizations and other library networks. The position serves as a spokesperson and recognized authority of the organization in matters of substance and/or considerable importance. The position must maintain a positive image of the Network and its members and exercises significant courtesy, tact, discretion, and diplomacy in addressing and discussing controversial or sensitive matters.

Confidential Information: This position has access to personally identifiable information, confidential files, employee payroll files, employee CORI information, and patron records. Has access and information relative to lawsuits and personnel actions.

Employee errors could result in missed deadlines, adverse public relations, inadequate delivery of services, personnel conflict within the organization, adverse impacts to employees, legal repercussions, and monetary loss.

Primary Duties & Essential Functions

The essential functions or duties listed below are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of

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duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.

- Responsible for the efficient operation of the CLAMS organization, its various committees and services.
- Administers all business, financial, and legal obligations of the consortium.
- Select, train, supervise, direct employee work; coordinate the duties of staff; assign personnel and develop work schedules; conduct employee evaluations and recommend personnel actions.
- Works with the CLAMS Finance Committee to develop and manage the annual budget. Prepare grant proposals for the funding of library services; administer grants; oversee payroll and payment of bills.
- Monitors all vendor and membership contracts and agreements. Negotiates vendor contracts and reviews and approves invoices and bank statements.
- Ensures the security and integrity of CLAMS's assets.
- Stays informed about current trends in library information and communication technologies.
- Represent CLAMS at meetings and conferences. Advocate for CLAMS at the regional and state levels.
- Pursues grants and alternative sources of financing to implement short and long-term goals; oversees proper and legal expenditures of successful funding. Manages applicable grant and vendor contracts as required for network operations and services.
- Prepares cost estimates to plan and provide for improvements in the CLAMS system. Evaluates developments and recommends improvements. Recommends and implements new programs and services.
- Informs Board of Directors and membership of relevant issues and developments at the regional, state, and national levels.
- Ensures compliance with all local, state and federal obligations related to maintaining the status of CLAMS as a 501 (c) (3) corporation.
- Performs all other related work as may be required or assigned by the Board of Directors.

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Recommended Minimum Qualifications

Education & Experience:

Position requires demonstrated leadership experience and personnel management in a library setting or non-profit organization. A Master's degree in Library Science from an ALA accredited school is strongly preferred; at least five years of progressively responsible experience in library, library network, or non-profit administration; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Applicants who do not meet the qualifications as noted above are encouraged to upload a separate statement to define precisely how their background and experience have prepared them with the equivalent combination of education, training, and experience required for the responsibilities of this position.

Knowledge, Skills & Abilities:

Knowledge of:

- Principles and practices of professional library work.
- Organization and management of library operations, including administration, personnel, and budgeting.
- Automated library systems and related technologies.
- Building maintenance and facilities management.
 - Cyber security management.

Skilled in:

- Communicating effectively, professionally, and maintaining cooperative relationships with member library staff, vendors and contractors, and state officials.
- Interpersonal and problem-solving.
- Administration, budget development, and management.
- Data processing, word processing, spreadsheet, graphic and presentation applications, and relevant computer and software application skills necessary to be effective in the position.

Ability to:

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- Work in a remote environment and lead a remote workforce.
- Delegate tasks appropriately.
- Lead and work with groups of people toward a common goal.
- Develop and maintain effective working relationships with staff and member library colleagues.
- Communicate clearly both orally and in writing.
- Prepare and administer budgets and prepare financial reports.
- Pursue, write, and administer grants.
- Assume direct accountability for organizational functions and results including the development of goals, objectives, and procedures.
- Exercise confidentiality, discretion, and good judgement, including the ability to delegate, assign, prioritize and review work of the department.
- Maintain a high degree of motivation, independent judgement, energy and leadership.
- Represent CLAMS effectively in multiple forums.

Physical & Mental Requirements

Minimal effort required to perform most functions; frequently required to stand, walk, sit, speak, hear, bend, reach, climb, and use hands to operate equipment. Vision requirements include the ability to read and analyze documents and use a computer.

This position description does not constitute an employment agreement between the Board of Directors and employee and is subject to change by the Board as the needs of the Network, and the requirements of the position, change. A supplemental job contract will be signed by the employee and Board of Directors.