

## Executive Director, Clinton County Libraries

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The Executive Director serves as the chief executive officer of the libraries, and is responsible for the administration of all library functions within the goals, guidelines, and policies set by the Clinton County Libraries Board of Trustees. The Director is responsible for the facilities, financial management, and personnel of Annie Halenbake Ross Library, Renovo Library, and Friendship Library. The Director also evaluates and assesses operations and activities of the Libraries, provides strategic oversight for Clinton County Libraries, and works cooperatively with the Board of Trustees to ensure logical and quality administration of the libraries. The Executive Director serves as the official representative of the county's libraries and is responsible for deepening external community partnerships in the area.

### Duties and Responsibilities:

- Oversees the strategic direction of Clinton County Libraries
- Develops and maintains effective relationships with the board of trustees, community officials, civic groups, governmental agencies, and library stakeholders for the planning and implementation of library services, programs, and fundraising
- Oversees, in conjunction with the Board Treasurer, the Libraries' budget; directs and monitors revenue and expenditures
- Responsible for grant writing, publicity, outreach, and donor relations; identifying new revenue sources, collaborations with other organizations, and income-generating approaches to library development
- Managing library collections, including all library material, cataloging, and automated library systems
- Formulates and recommends policy to the board
- Attends all Board of Trustees meetings; serves as a resource to the board
- Supports and facilitates the work of the Friends of the Library and the Renovo Advisory Committee
- Attends library professional development activities and meetings, including PA District Library activities.

### Required Skills: Planning, Organization, and Evaluation

- Experience in developing successful organizational structures; ability to set priorities, make decisions, and exercise discretion
- Fundraising and project management
- Analyzes data affecting the libraries' operations including legal, physical, and statistical factors
- Financial skills related to administering a multiple-library budget; experience generating and preparing budget reports and presentations
- Ability to communicate effectively, prepare reports, and present ideas clearly and comprehensively in written and oral presentations.
- Knowledge of computers, the internet, advancing library technologies, integrated library systems and business-related software, such as Quickbooks, Google, and Microsoft products

### Personnel Management

- Ability to make managerial decisions, direct staffing, interpret and develop personnel policies, review and edit (when necessary) position descriptions
- Supervises and administers the recruitment, training, and evaluation of library staff; encourages and promotes continuing education and innovation for library staff
- Defines expectations for staff performance and sets goals for service and programming; ensures that staff performance, appraisal, and reviews are done on a regular schedule
- Ability to motivate, establish, and maintain effective working relationships with staff, trustees, volunteers, donors, public, and other community agencies

### Additional Requirements:

- MLS or MLIS from an American Library Association accredited program
- Five years progressive library experience preferred
- Must hold a valid PA state drivers license and ability to conduct off site programs as required
- Must be able to provide state and FBI clearances upon hire