

JOB DESCRIPTION

Position:	Executive Director
Division:	Administration
Position Status:	Full-time, permanent
Salary Range:	\$ 99,000-\$143,000, annually
Reports to:	CW MARS Executive Committee
Supervises:	Library Applications Manager, Systems and Networking Manager, Business Manager, ILS Manager

General Summary

Under the direction of the Executive Committee, provides leadership in the development and implementation of goals and policies, and is responsible for administering the operation and services of the entire organization. Keeps abreast of technological development in the library world and ensures network services meet the needs of member libraries.

Essential Duties and Responsibilities

1. Works with the Executive Committee to develop and implement policies, procedures, and goals.
2. Evaluates needs, develops strategic plans, and proposes services, activities, and changes in operation.
3. Provides direction, technical assistance and reports for the Executive Committee, Users Council, and other groups.
4. Develops CW MARS annual operating and capital budgets in collaboration with the Finance Committee. Requests and receives budget input from department heads. Determines revenue sources, monitors account expenses, and oversees budget compliance. Negotiates vendor contracts and reviews and approves invoices and bank statements.
5. Oversees all staff within the organization and directly manages department heads. Plans and oversees personnel needs for the Central Site.
6. Administers all business, financial, and legal obligations of a non-profit organization. Assures the security and integrity of Central Site assets, including databases, application software, hardware, telecommunications, and physical plant.
7. Keeps current with emerging technological developments. Evaluates and recommends improvements to the network.

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8. Works with vendors to ensure smooth and timely acquisition and transition to new and/or upgraded products and services. Monitors compliance and implementations of all vendor contracts.
9. Communicates regularly with all constituencies in CW MARS, keeping members and staff informed of current and future developments. Coordinates communication by phone, email, and written correspondence.
10. Visits member sites on a regular basis (a minimum of 10% per fiscal year). Identifies and reports to staff on unmet needs and ensures awareness of the full range of services, functionality and supporting activities that are available.
11. Markets network services to area libraries, and provides quotes for CW MARS membership to potential new libraries.
12. Oversees grant research and proposals, including project selection, development of grant applications and project implementation. Prepares e-rate applications and submits related forms.
13. Represents and promotes CW MARS at conferences and before boards, councils, committees, and other groups as required. Initiates and supports libraries on a local, regional, state and national level, including participation in statewide committees and cooperative efforts.
14. Ensures compliance with all local, state and federal obligations related to maintaining the status of CW MARS as a 501(c)(3) organization.
15. Monitors all office space of the organization to ensure proper use and maintenance.
16. Assumes other responsibilities consistent with position.
17. Regular attendance at the workplace is required.

Essential Education, Skills, Knowledge

1. MLS from an accredited ALA institution.
2. Six (6) years combined public or academic library experience, demonstrating responsibility for fiscal and personnel management, strategic planning and library administration. Three (3) years supervisory experience. Experience in a leadership role with an automated library network is desirable.
3. Demonstrated ability to plan with and lead diverse group of people toward common goals.
4. Demonstrated competence to communicate effectively both orally and in writing.
5. Proven knowledge of library automation, telecommunications, and emergent technologies.

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6. Driver's License also required.

General Information

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The incumbent must be able to work in a dynamic fast paced environment with demonstrated ability to organize and prioritize multiple, competing tasks and demands and to seek supervisory assistance as appropriate.

The work is performed primarily in an on-site office setting; however, travel is required, necessitating the availability and use of a personal automobile.

The position description is subject to change by the employer as the needs of the employer and requirements of the job change.

CW MARS does not discriminate in employment on the basis of race, color, religious creed, national origin, ancestry, sex, gender identity, age, criminal record (inquiries only), handicap (disability), mental illness, retaliation, sexual harassment, sexual orientation, genetics, active military, or other non-merit factor.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**