

**Southern Adirondack Library System  
Director (Executive Director) Draft 12/9/22**

SALS (Southern Adirondack Library System) provides leadership, effective and efficient services, continuing education, and technology to support member library services to all residents in Hamilton, Saratoga, Warren, and Washington Counties. It is imperative that requests for help and information made by the membership be addressed as quickly as possible.

The Executive Director (ED) is responsible to the Board of Trustees as the Chief Executive and is the Operating Officer for the Southern Adirondack Library System. The ED leads SALS in developing a vision and creating a collaborative culture to support the libraries and library services in the public libraries in Hamilton, Saratoga, Warren, and Washington counties. In addition to managerial duties, the ED provides leadership in developing the organization's vision, creating a collaborative culture, and implementing the strategic plan.

The ED is responsible for overseeing the administration of internal and external programs offered by the organization, for maintaining a cost and time efficient vision for short and long-term strategic planning, and for operating within the budget.

The ED works with the Board President to set Board agendas and is responsible for the organizational success of the Board of Trustees' meetings. The ED encourages cooperation and positive interactions within and between SALS, member libraries, library systems in New York State, the New York State Library, and the Division of Library Development.

The ED's duties include carrying out policy as determined by the Trustees and advising the Trustees on various library, operational, legislative, and other related matters as appropriate.

**Director Responsibilities:**

**Board Relationship**

- Reports to the Board of Trustees on all matters pertaining to System policy, finances, and all other matters of significance.
- Carries out Board-established policy; makes policy recommendations to the Board.
- Advises the Board of Trustees on various operational, legislative, and other related matters as appropriate; Keeps Board informed on current regional, state, and national library issues and trends as they affect the System, its members, or the profession.
- Assists in the preparation of the agenda and board packets for Board meetings; Supports the work of Board committees.
- Attends and participates in Board meetings.

**Finances**

- Develops and presents an annual budget to the Board; Monitors the System's expenditures and revenues.
- Manages the organization within budget allocation, making sound financial and business decisions.

- Ensures the fiscal integrity of the System (e.g., balanced budget) including adequate reserve funds for operations, contingencies, and capital maintenance and improvements
- Reviews and authorizes contracts.

### **Planning and Strategy**

- Directs the organization's strategic vision and enlists others to share in its implementation.
- Ensures conformity of operations within the parameters established by the SALS charter, Board of Trustees, State Education Law, and State and Federal laws and regulations.
- Seeks and pursues opportunities that strengthen the organization, improve productivity, and/or enhance member library service and creates an environment that encourages and rewards staff to do the same.
- Evaluates effectiveness of System services in relation to member library and community needs.

### **Personnel and Management**

- Recommends appointments, promotions, and dismissals.
- Plans, assigns, and directs staff work; Appraises performance, addresses complaints, and resolves problems (or directs ~~same~~ staff to do so).
- Develops staff skills (e.g., professional development) and encourages growth.

### **Facilities**

- Directs maintenance of System facilities, buildings, vehicles, and property.

### **Advocacy and External Relations**

- Advocates locally, regionally, and nationally on behalf of public libraries to increase greater public awareness of libraries, increase community support, and facilitate sustainable library and public library funding; Maintains good working relations with government officials.
- Functions as the primary day-to-day representative and spokesperson of SALS to outside agencies, media, governmental bodies, and educational institutions.
- Represents the System at local, regional, and statewide activities, and encourages staff participation in same.

### **Member Library Relations**

- Acts as advisor and consultant to member library directors and trustees.
- Maintains good working relations and open communication with individual member library directors and trustees.

### **Performance Expectations:**

- **Communication:** Expresses ideas clearly and effectively, both orally and in writing; Willing and able to advocate and be persuasive; Responds professionally and positively to criticism or negative situations; Develops and delivers effective presentations; Participates appropriately in meetings.
- **Judgement:** Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions; Considers legal and organizational implications and risk management.

- **Management:** Includes staff in planning, decision-making, and process improvement; Motivates staff to improve their skills; Makes self-available to SALS and JA (Joint Automation) staff; Continually works to improve supervisory skills.
- **Problem Solving:** Exercises good judgment and strives for fairness; Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Applies feedback to improve performance.
- **Professionalism:** Consistently demonstrates ethical decision-making with regards to all human resource, operational and strategic issues; Responds promptly to member library requests for service and assistance with tact and courtesy; Meets commitments made; Solicits and applies internal and external customer feedback; Reacts well under pressure
- **Quality:** Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others; Demonstrates accuracy and thoroughness; Demonstrates knowledge of system area and communities within it.
- **Strategic Thinking:** Understands organization's strengths and opportunities; Identifies aspirations and looks at results; Adapts strategy to changing conditions; Provides vision and inspiration to peers and staff.

#### **Qualifications:**

- MLS (Master s degree in Library Science) from an ALA-accredited library school
- A minimum of eight (8) years of post-MLS experience, at least two (2) of which must have been in an administrative capacity
- Possession of or the ability to obtain and retain a New York State Public Librarian Professional Certificate
- Demonstrated collaborative and consensus-building skills
- Experience in recruiting, mentoring, evaluating, and retaining staff
- Superior verbal and written communication skills
- Demonstrated commitment to customer service; commitment to engaging stakeholders in decision making
- Strong organizational skills and attention to detail
- Success working with and reporting to a governing board

#### **Job Requirements:**

- Evening and weekend work as required.
- Leadership participation in the New York Library Association, American Library Association or other library professional organizations preferred.
- Requires use of personal auto with mileage reimbursement or use the SALS vehicle.