

RAMAPO CATSKILL LIBRARY SYSTEM

JOB DESCRIPTION

EXECUTIVE DIRECTOR

General Summary

Under the direction of the Board of Trustees, serves as Chief Executive Officer, providing overall leadership with responsibilities for supervision and management of the Ramapo Catskill Library System (RCLS). The position operates in accordance with the System's mission, policies, procedures and goals.

Essential Job Functions

Management and Fiscal Responsibilities

1. Ensures compliance with State Education Law, the Regulations of the Commissioner of Education, other laws and regulations as appropriate, the System Plan of Service, the System By-laws and policies, and any contracts with counties or other entities.
2. Oversees the development of the System's annual operating and capital budgets in collaboration with the Fiscal Officer.
3. Provides leadership in planning, developing, and extending services to member libraries and all groups served by the System.
4. Evaluates needs, develops strategic plans and proposes services, activities, and changes for the successful operation of the System.
5. Develops shared costs for system services, such as automation, printing, publicity, etc. Determines revenue sources, monitors account expenses, and oversees budget compliance.
6. Hires and directs System Staff and coordinates work through the respective department heads. Administers personnel policy and current employee contract.
7. Works with the RCLS Board of Trustees to develop and implement policies, procedures and goals.
8. Maintains awareness of and involvement in library developments and their possible applications to or impact on the system and its members. Ability to coordinate and delegate a variety of tasks in a changing environment.
9. Oversees building, grounds and RCLS vehicle fleet.

Advocacy

1. Advocates for RCLS and for libraries at the national, state, county and local levels.
2. Attends national, state and regional meetings and conferences as appropriate.

Communication

1. Establishes and maintains strong working relationships with the RCLS Board of Trustees, RCLS staff and member libraries, actively listening and collaborating.
2. Communicates regularly with Member Libraries and Library Directors, functioning as liaison and consultant to member libraries through explanation and interpretation of policies and services.
3. Shares information with RCLS management team at monthly manager's meetings.
4. Provides conflict resolution guidance and support to member libraries and liaises with DLD.
5. Maintains lines of communication with member library boards and staff, working primarily through the Directors' Association, its committees, and the four county library associations.
6. Communicates with member libraries through written and electronic media, workshops, meetings, site visits and other means as appropriate.
7. Develops long range and short-term goals and priorities for the RCLS Board of Trustees review and approval in accordance with the Plan of Service.
8. Delivers Executive Director's Report at all meetings of RCLS Board of Trustees.
9. Informs RCLS Board of Trustees on current national, state and regional, library affairs and trends as they affect the System and/or its members.

Technology

1. Administers the Integrated Library System (ILS), insuring the security and integrity of the technology including hardware, databases, application software, telecommunications, etc. Negotiates contracts in the best interests of RCLS and the ILS vendor.
2. In collaboration with Central Library, oversees the coordination of collection development and automation services.
3. Identifies innovations in library technology and information sciences and evaluates them for more effective delivery of services. Provides recommendations for consideration as appropriate to RCLS Board of Trustees.

Performs special projects and other related duties, as required or directed.

Maintains a valid driver's license and auto insurance.

Regulations of the Commissioner §90.3(f)

The Director of a Public Library System shall hold, or be eligible to receive, a public librarian's professional certificate and shall have eight or more full years of professional library experience (post-MLS) in libraries or library systems of recognized standing satisfactory to the Commissioner, at least two years of which shall have been in an administrative capacity.