

City of Birmingham Library Director Job Description

October 1, 2014

Exempt Position Description

Position: Executive Director of Library

Salary Range: \$82, 680.00 -\$128,315.20

Reports to: City of Birmingham Library Board

Position Purpose:

The Executive Director is the chief executive officer of the Library and provides strategic, visionary and inspirational leadership. The Executive Director also directs all service programs and operations toward achieving the library's mission, goals and strategic initiatives. The Director's major responsibilities are implementing Library policy by recommending, designing, implementing, directing, supervising and evaluating an active program of information services, educational opportunities and cultural activities for the citizens of Birmingham.

Essential Job Duties:

- Administers the overall library program in accordance with Library policies within the confines of applicable Library Board and the American Library Association by-laws, local, state and federal laws.
- Provides leadership in developing and implementing a strategic framework; directs system-wide strategic planning and annual plans for services, facilities, staffing and technology; broadly communicates goals and objectives and monitors and reports progress utilizing relevant metrics; routinely interprets goals and objectives to staff and the public and actively solicits input from the Board, staff and community constituents.
- Actively engaged in representing and promoting the library in a variety of venues, organizations and activities within the community; engages the library in cooperative activities and partnerships with other libraries, agencies and organizations.
- Strengthens formal and informal collaborative work and relationships with City of Birmingham local officials.
- Oversees the preparation of agendas, monthly reports of library business and information concerning service activities for meetings of the Library board.
- Oversees the preparation of, submits and defends budgets for the library in cooperation with the Fiscal Officer and is responsible for executing those budgets in a fiscally responsible manner.

- Seeks and participates in development of alternative funding sources for library programs and services through creative fundraising and development.
- Responsible for the planning and implementation of the library's capital program including technology and buildings with the Library Board and Library Staff.
- Inspires and supervises staff, provide guidance and direction on the City of Birmingham Library vision, mission, goals and strategic initiatives; and supports highly developed competencies and patron oriented service standards. Ensures that personnel allocations, salary schedules, classifications and policies are consistent with the needs of the library.
- Ensures for frequent and on-going information to the public regarding library programs and services through a consistent marketing, branding and public relations program.
- Maintains attractive, safe, comfortable and convenient facilities to serve the public.
- Actively advocates library issues on a local, state and national and international level when appropriate.

Job Requirements, Knowledge, Skills and Abilities:

The position requires a minimum of ten years of relevant work experience including five years of experience in an administrative capacity, or any combination of education and experience that demonstrate the ability to successfully perform the requirements of this position. An advanced degree is required, preferably in Public Administration, Business Administration, or Library Science. Essential attributes and skills include: experience and success in fundraising and development; excellent writing and communication skills; strong traditional and digital marketing; confident presentation skills; political acumen; collaborative and consensus building skills; and a thorough knowledge of current trends and "best practices" for library nonprofit management.

Physical and Environmental Conditions:

Work requires no unusual demand for physical effort. Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, libraries or meeting and training rooms; e.g., use of safe work place practices with office equipment, avoidance of trips and falls and observance of fire and building safety regulations and traffic signals when driving

The above job description is not intended as; nor should it be construed to be exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.