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*leading libraries forward*

## Executive Director

### Job Description

### Professional Exemption

#### General Statement of Responsibilities:

Under the direction of the PLS Board of Trustees, responsible for the successful operation of the System and implementation of Board-established policy. Works within the guidelines of State Education law, Commissioner's Regulations, the System Plan of Service and other laws, regulations, policies and contracts as required. Provides leadership in planning, developing and extending services to member libraries and constituent patron groups served by the System. Serves as strong advocate for libraries at the national, state, county and local levels. Acts as advisor and consultant to member libraries.

#### Specific Responsibilities:

- Attends and participates in System Board Meetings; prepares agendas and oversees preparation of reports for the Board meeting packet and/or Board Committee meetings; keeps Board informed on current regional, state, and national library issues and trends as they affect the System, its members, or the profession.
- Oversees preparation of the annual budget and regular budget reports, monitors System expenses.
- Hires and directs all System staff and coordinates their work.
- Oversees personnel policy with Business Manager/Personnel Officer.
- Represents the System at local, regional and statewide meetings.
- Leads a strong program of library advocacy at all levels.
- Serves as consultant to member library staff and trustees on administrative, legal and chartered service area issues, including advising on funding models.
- Oversees active series of workshops for trustees.
- Meets with member boards as needed.
- Serves on the Central Library Advisory Committee, attends Central Library board meetings.
- Maintains good working relations and open communication with individual member library directors; provides on-site orientation session to new directors
- Oversees fund raising and grant applications
- Supervises Assistant Director, Business/Personnel Manager, Communications, Advocacy and Outreach Coordinator, and Administrative Assistant.
- Keeps abreast of current practice in the profession through reading, networking with colleagues, attending workshops and conferences, and being active in professional organizations.

## **Required Education and Experience:**

- A master's degree (MLS) from an ALA accredited library school.
- Eligibility for a New York State Public Librarian's Professional Certificate.
- Eight or more years of post-MLS experience in libraries or library systems, at least two of which must have been in an administrative capacity. Some public library experience preferred.
- A commitment to professional development as demonstrated by participation in continuing education opportunities.

## **Required Personal Abilities:**

- Able to maintain and administer an effective and efficient staff in a positive work environment.
- Is resourceful, enthusiastic, flexible, and has ability to motivate others.
- Able to budget and plan for short term and long range.
- Able to maintain an atmosphere of mutual trust and cooperation between System staff and member libraries and other constituencies served by the system.
- Able to respond promptly and appropriately to member library requests.
- Able to speak and write effectively with a broad range of audiences.
- Able to understand the needs and challenges of all types and sizes of libraries and all library users.
- Able to schedule time effectively and to meet deadlines.
- Experience with and knowledge of all aspects of public library administration.
- Able to maintain awareness of emerging trends and technologies in librarianship, adapting and integrating those best suited to advancing System goals.
- Has a valid driver's license and willing to travel to regional and state meetings using own vehicle.
- Open to change.

## **Salary and Benefits**

- Negotiable from \$85,000
- New York State Retirement
- 90% employer-paid employee health insurance
- Deferred compensation and expanded health plans available
- 24 vacation days, 12 sick days, 13 paid holidays
- Paid memberships in professional associations and Rotary
- Pioneer Library System is an Equal Opportunity Employer