



## **EXECUTIVE DIRECTOR KELLOGG-HUBBARD LIBRARY JOB DESCRIPTION**

### **Reports to: Board of Trustees**

**Summary Statement:** The Executive Director is the chief executive officer of the Kellogg-Hubbard Library reporting to the Board of Trustees and responsible for the Library's consistent achievement of its mission and financial objectives, including maintaining its tradition of outstanding public service and innovative program offerings. Together with the Director of Library Services and the Board of Trustees, the Executive Director ensures that the Library meets the current needs of its patrons and local communities; develops and strives to achieve a long-term vision for the Library; and positions the Library for long-term financial and operational success. The Executive Director has overall responsibility for the organization and specific oversight of the areas of finance, member town relationships, fundraising, communications, and human resources. The Executive Director performs the functions of the "Non-Profit Director" as described in the Collective Bargaining Agreement.

### **Major responsibilities include:**

#### **Strategic Oversight of the Organization:**

- Works with the Board and Director of Library Services to ensure that the Library has comprehensive plans to achieve its mission, including strategic, programmatic, organizational and financial, and ensures that they are carried out.
- Works with the Board and Director of Library Services to set policies and implement them.
- Attends all Board meetings and keeps the Board fully informed on the condition of the Library and all-important factors influencing it.
- Responsible for the record management of the organization, including proper retention of board records.
- Primary board liaison, including sending the monthly board packet, ensuring that agendas and minutes are posted, updating the board portal, etc.
- Coordinates with, supports, and, with the Director of Library Services or other staff, meets as needed with all standing and ad hoc committees of the Board.
- Stays informed about significant developments and trends in the not-for-profit and library fields and works with the Director of Library Services to ensure that the Library evolves to meet the needs of its patrons and the communities it serves.
- Consults as necessary with the Library's legal counsel on any relevant matters and informs the Board of any pending or potential legal issues.
- Oversees all library communications and marketing efforts.

#### **Financial Management:**

- Works with the Board to develop long-range financial and fundraising plans that support the long-term sustainability of the Library.
- Works with the Director of Library Services and the Board to develop an annual operating budget.
- Provides monthly financial reports to the Finance Committee and Board.
- Manages the daily financial operations of the Library. Oversees contracted services for accounting, bookkeeping, audits, tax preparation, etc. Provides primary oversight of the Library's accounting systems and software.
- Serves as the direct contact for the Library's insurance company. Works with the Board to ensure that the Library is properly insured.
- Works with the Board Treasurer to ensure that financial management systems are sound, and that records are maintained and in compliance with federal, state, and local regulations.
- Coordinates relations with endowment fund managers, with oversight from the Board's finance committee.
- Oversees the annual fiscal requests to municipalities.
- Provides oversight and support as needed for the Director of Library Services's facilities management and planning.

#### **Fundraising:**

- Oversees the work of the fundraising staff in support of the Library's annual and long range development plans.
- In partnership with the Board, establishes and cultivates strong relationships with potential and current donors.
- With development staff and Board, encourages and solicits new and continuing gifts and grants to the annual fund, special campaigns, reserved funds, and endowment.

#### **Personnel and Human Resources:**

- With the Director of Library Services, cultivates and ensures a work environment that attracts, retains, and motivates top quality staff and capable volunteers. Ensures that all staff receive adequate training and job development opportunities and that annual evaluations are conducted.
- Directly supervises the Director of Library Services, fundraising and nonprofit staff.
- Oversees bi-weekly payroll and tracking of employee leave time.
- Ensures that the union contract and other pertinent legal and regulatory requirements are adhered to in our employment practices; implements all negotiated pay and benefit annual changes from the union contract and makes sure that all staff are informed of these matters.
- Takes the lead in all ongoing management/union discussions and negotiations. Provides support for and participates on the Board committee in negotiating union contract.
- Works with the Director of Library Services on hiring of new employees, disciplinary situations, and any terminations. Maintains HR files for each employee, including W4, I9, benefit signups, etc.

- Manages all employee benefits.
- Works with the Director of Library Services to develop internal employment practices such as performance evaluations, updating the employee handbook, etc.

**Building Management:**

- In conjunction with the Director of Library Services, plans for long-term capital replacements and improvements.
- Serves as the direct contact for the Library's insurance company. Works with the Board to ensure that the Library is properly insured.

Other related duties as required.