

Southwest Florida Library Network

EXECUTIVE DIRECTOR

Salary Range:

Beginning Salary \$85,000 – \$95,000 based on qualifications and/or experience

Job Summary:

The Executive Director of the Southwest Florida Library Network (SWFLN) must be a visionary leader capable of creative and innovative thought with demonstrated experience with strategic planning in a non-profit library or other public organization. The Executive Director must demonstrate success in working with a governing board, especially in developing an annual budget linked to Board policies and priorities. The Executive Director provides leadership to the membership and staff of SWFLN, and specifically

- Promotes SWFLN's mission within the region and the state;
- Leads regional strategic planning and implementation for innovative cooperative services;
- Advises, recommends, and formulates policies with the SWFLN Board;
- Obtains and administers State, Federal, and other grant funding for activities to further SWFLN's mission; and
- Advocates for SWFLN and the interests of its members.
- Provides Human Resource support, promotes dignity and respect for all, encourages/challenges staff, and manages and mentors SWFLN staff.

RESPONSIBILITIES

To the Board

- Serves as an ex-officio member of the Board and Executive Committee, without a vote;
- Serves as Chief Executive Officer and official representative of the Board of Directors, responsible for contracts, finances, and SWFLN programs;
- Proposes new initiatives to the Board for consideration;
- Presents an operations report for SWFLN at each meeting of the Board
- Oversees a full, accurate, and timely account of SWFLN funds, providing the Board with regular financial reports;
- Informs the Board of available grant monies, progress of applications, receipt of funds, expenditures, and progress of grant funded projects.
- Prioritizes activities, identify problems, and seek solutions. Informs the Board of existing problems and work in a collaborative problem-solving mode to deal with them.
- Provides information to the Board and recommendations for fee structures for membership and member services.
- Facilitates the development, adoption, and updating of strategic plans by the Board and monitors their progress;

- Performs such other duties as may be assigned by the President, the Board of Directors, or the Executive Committee.

To the Membership

- Develops continuing education and professional development opportunities for the membership. Develops and coordinates workshops of various topics identified by the membership.
- Identifies, develops, and delivers high quality, innovative, and cost-effective member services that address SWFLN's strategic priorities;
- Implements all strategic planning;
- Evaluates member services to ensure that they meet member library needs;
- Engages with members through personal, print, and electronic methods;
- Develops relationships with vendors to provide discounts for members for equipment, supplies, and other materials.
- Participates in and represents SWFLN at local, regional, state, and national professional organizations and meetings.
- Recruits and retains libraries for SWFLN membership; and
- Guides legislative advocacy for causes and issues of importance to SWFLN and the SWFLN membership.

To the Division of Library and Information Services

- Submits State and Federal grant applications in a timely manner, and oversees grant project implementation;
- Submits midyear and final narrative and fiscal grant reports, as required, in a timely manner;
- Represents SWFLN to the State Bureau of Library Development and others at the state level;
- Consults with the Bureau of Library Development of Florida staff and with other Multitype Library Cooperative Executive Directors in the State to coordinate and cooperate in statewide developments and to review networking plans and issues.

General Administrative and Fiscal:

- Motivates and inspires staff and members with leadership and vision;
- Assumes primary responsibility for developing and implementing SWFLN services, technology, and operations;
- Develops and updates budgets, and monitors expenditures ensuring sound fiscal management practices;
- Administers personnel operations including recruitment, hiring, training, development, and performance evaluation.
- Maintain a well-trained staff to implement and manage all of the SWFLN services, technology, and operations

MINIMUM QUALIFICATIONS:

- Master of Library and Information Science from an ALA-accredited program

- Five to seven years of experience in professional librarianship, at least three of which shall have been in a managerial/administrative capacity; and/ or three years of project management experience.
- Demonstrated success in securing and managing grant funding
- Experience in diverse library settings

PREFERRED QUALIFICATIONS:

- Successful track record in working with and reporting to a policy-making Board;
- Mid or upper management experience in a Multitype Library Cooperative or consortium
- Degree or experience in communications, marketing, advocacy, or community engagement.

KNOWLEDGE, EXPERIENCE, AND SKILLS

- Demonstrated experience in budget and resource development and management;
- Demonstrated experience in project and strategic planning and management;
- Demonstrated ability to build consensus among diverse groups;
- Demonstrated knowledge of and commitment to the use of current and emerging information technologies;
- Demonstrated excellent communication, both with formal written and oral skills and with informal human relations
- Strong working knowledge of personnel management
- Exceptional ability to communicate, both with formal written and oral presentation skills
- Must be able to establish and maintain effective working relationships with others
- Responsible for the overall operation and management of the organization