

Job Title: **Executive Director**
Location: Zionsville or Whitestown Branch
Department: Administration
Reports to: HMMPL Board of Directors
Supervises: Assistant Directors, Director of Marketing, Chief Financial Officer, Branch Manager(s)
FLSA Status: Exempt
Pay Grade: 11
Job Classification: Director

OVERVIEW:

The Hussey-Mayfield Memorial Public Library has a long history of providing innovative, life-enriching services to the growing communities of Zionsville and Whitestown, Indiana. Our staff embraces cutting-edge technologies, develops modern amenities, and offers personalized, up-to-date services. HMMPL serves as a learning center to encourage the joy of reading, lifelong learning, and the exploration of creativity, information, and knowledge for all ages and cultures in an equitable and confidential manner.

We are an Equal Opportunity Employer.

JOB SUMMARY:

The Executive Director is responsible for the operations of the Library and works with the Library Board of Trustees to develop long-term plans and direction for the Library. The Executive Director provides regular and timely communication to the Board, provides effective team development and leadership to the staff, and works collaboratively with civic organizations and community agencies to develop partnerships and promote the vision and mission of the Library in the community. The Executive Director supports innovation and excellent customer service throughout the Library and provides policy, finance, and human resources leadership within the administration team.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES:

Organizational Leadership:

- Works with the Library Board of Trustees and staff to set the strategic vision and mission for the Library.
- Leads the staff and the Library Board in the on-going development, implementation, and evaluation of the strategic plan.
- Develops organizational priorities and communicates progress to the Library Board.
- Works with the Senior Management Team to develop library-wide policies, budgets, and work plans; makes procedural decisions involving implementation and library operations.
- Develops and cultivates an innovative, team centered, customer-service oriented organizational culture.
- Ensures a good working relationship with the Friends of the Library and Library Foundation.

Operational Oversight:

- In coordination with the Chief Financial Officer, oversees the Library's finances.

- Develops the annual budget for the Library and ensures all state and local procedures are followed with the budget process.
- Solicits, negotiates, and evaluates various bids for services, including insurance packages.
- Serves as liaison to the Fiscal, Personnel, and Nominating Committees of the Board.
- In coordination with the Assistant Director of Operations, provides oversight of library facilities, including repairs and service contracts.
- Develops, recommends, and implements policies to ensure that objectives of the Library and the needs of the public are met.
- Manages multiple projects to completion in an organized and timely fashion.

Staff Supervision and Development:

- Supervises, evaluates, and coaches department heads and staff. Ensures employees follow policies and procedures.
- Maintains a healthy and safe working environment.
- Assists staff in planning, directing, and coordinating department work plans; identifies and resolves problems; assigns projects and programmatic areas of responsibility.
- Provides mentorship and development opportunities for staff.
- Hires and promotes those employees reporting to this position. Reviews employee performance on a continuing basis.
- In coordination with HR Services, oversees employee discipline ranging from verbal and written warnings and suspension, up to and including discharge.
- Maintains accurate payroll and time off records for direct reports.
- Plans and leads staff meetings/trainings.

Community Engagement:

- Develops and nurtures relationships and seeks partnerships with local officials, community groups, organizations, and other governmental units.
- Attends various community meetings to represent the Library and its interests in the community.
- Develops and expands on key community initiatives internally and externally.
- Serves on professional and community committees to advance the Library and the library profession.

Professional Development:

- Attends and participates in professional group meetings, trainings, and conferences and stays current on new trends and innovations in libraries, leadership, and management.
- Uses available resources and training opportunities to learn and maintain proficiency with all technology, including hardware, software, and patron-facing databases, used by the Library.