



METROPOLITAN LIBRARY COMMISSION

Job Description

Job Title:	Chief Executive Officer	Position Code.:	1193-199
Reports To:	Metropolitan Library Commission	Classification:	Exempt
Division:	Administration	Date:	07/2024

JOB SUMMARY:

The Chief Executive Officer is responsible for all functions of the Metropolitan Library System (the Library) including but not limited to a healthy culture, strategic planning and operations, facility construction, renovations and expansions, guest and support services, finance, human resources, technology, community relations, communications, and fundraising; all in collaboration and consultation with the Metropolitan Library Commission.

ESSENTIAL JOB FUNCTIONS:

- Analyzes and evaluates the Library's needs and services; oversees the planning, preparation, and execution of the Library's strategic plan.
- Develops and executes short and long-term objectives within the context of the Library's strategic plan.
- Develops and promotes a strong, positive Library culture; actively participates in making each library in the system a safe, attractive, inclusive, and welcoming environment.
- Frequent and regular interpersonal interactions with library staff, guests, partners, and the MLS Commission.
- Oversees the library system's annual budget preparation and controls ongoing expenditures.
- Attends all Metropolitan Library Commission and standing committee meetings; provides leadership and support for the Commission through developing and recommending appropriate policies; ensures meeting agendas, reports, and support materials are prepared and provided on time; provides initial orientation and ensures ongoing development for Commission members.
- Supervises the deployment of best practices and policies that address stewardship of Library resources, and cycles of improvement to provide services that address needs in all the local communities served by the system.
- Leads a professional staff; carries out supervisory responsibilities following the Library's policies, procedures, and applicable law; stimulates professional growth, encourages efforts toward innovation, maintains a collaborative leadership style, and supports and develops staff in collaboration with Human Resources.
- Maintains comprehensive knowledge of the principles, methods, and practices of librarianship and library administration.
- Provides expert professional guidance to Library management with respect to organizational management and leadership strategy, procedures, and initiatives to address operational needs and problems.
- Ensures that the Library complies with the Metropolitan Library Act, Open Records Act, and legal requirements for state funding; oversees the completion of reports for the Oklahoma Department of Libraries as required.
- Cultivates relationships with community organizations, local leaders, and governmental officials/entities on behalf of the Library; represents the Library in an official capacity through speaking engagements and responses to media requests.
- Maintains awareness of legislation that may affect the Library and communicates pertinent information; advocates on behalf of the Library.
- Defends the principles of the Citizen's Bill of Library Rights, the Freedom to Read Statement, the privacy of library guests' records, and the code of professional ethics.
- Performs other related duties as assigned.

FREQUENCY OF TRAVEL REQUIREMENTS:

- Frequent travel to 20 libraries in the system and attends community meetings throughout the service area.
- Occasional travel within the state or nationally for appropriate professional development and networking

MATERIAL AND EQUIPMENT USED:

- Computer(s)/Printer(s)
- General Office Equipment
- Vehicle (personal)

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

- Master's degree in library and information science from an ALA-accredited college or university.
- Ten years of progressively responsible personnel management experience, demonstrating progressive responsibility and interdisciplinary approaches to problem-solving and decision-making. Experience in a major urban public library/library system and/or an academic library system is preferred.
- Five years of experience working with guests in a public library setting is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Management principles and practices, including strategic planning, goal setting, budget development/implementation, resource allocation, and staff development and motivation.
- Methods and techniques of outcome-based planning, research, statistical analysis, and report presentation.
- Applicable state, federal, and local laws, rules, and regulations.
- Trends and issues related to public libraries, contemporary learning, community and civic engagement, and materials management.
- Principles and practices of library science and management.
- Methods and techniques of research, data collection and evaluation, statistical analysis, and report presentation.
- All computer applications and hardware related to the performance of the essential functions of the job.

Skills in:

- Communicating ideas and thoughts clearly, succinctly, and effectively both verbally and in writing to a diverse staff in different formats.
- Hiring, motivating, developing, and directing staff in a collaborative team environment.
- Planning, organizing, assigning, directing, reviewing, and evaluating staff work.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with minimal direction.

Mental and Physical Abilities:

- Ability to travel to various locations and to access reliable transportation to do so.
- While performing the essential functions of this job the employee is frequently required to move from place to place, speak and hear.

SUPERVISORY RESPONSIBILITY

- The position supervises multiple levels of staff, including library employees in Administration and senior management.

WORK ENVIRONMENT:

- Works in a professional office environment.
- Up to 40% local travel within the community.
- Occasional evening or weekend work required.
- This position is eligible for Emergency telework.

SUMMARY STATEMENT:

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description. Any essential function or requirement of this job will be evaluated as an interactive process, as necessary, should an incumbent or applicant be unable to perform the function or meet the requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodations for the specific disability will be made for the incumbent or applicant so long as the accommodation does not create an undue hardship to the library system or if doing so causes a direct threat to the individual or others in the workplace and the threat cannot be eliminated by reasonable accommodation.

NOTE: The Commission reserves the right to amend or change this job description from time to time and/or assign other tasks for the incumbent to perform as the Commission may deem appropriate.