

# **EXECUTIVE DIRECTOR**

**(Range 145)**

## **DEFINITION**

Provides the highest level of executive leadership and comprehensive administration to the Library District.

## **SUPERVISION RECEIVED AND EXERCISED**

Receives policy direction from the Library District Board of Trustees as stated in NRS 379.

Exercises administrative supervision over subordinate staff, which includes Deputy or Assistant Directors, Regional Library Administrators, Administrative Department Heads, and others.

## **ESSENTIAL FUNCTIONS--Essential functions and responsibilities may include, but are not limited to the following:**

1. Ensures the efficient overall administration and operation of the Library District.
2. Exercises executive decision making skills, including formulating Library District policies, plans and procedures; administrative staff development; project direction and oversight; and addressing and resolving human resources issues.
3. Administers all functions of the Library District to include public and support services, Facilities Maintenance, Purchasing, Human Resources, Finance, and Public Relations.
4. Serves as the fiscal agent to the Library District Board of Trustees, and oversees and directs all budget and financial activities for the District.
5. Oversees the planning, development, and implementation of Library District goals, objectives, and operational and political strategies.
6. Exercises executive leadership skills in the effective coordination and operation of the Library District management team.
7. Directs and supervises subordinate staff, including rendering discipline and performance evaluations.
8. Resolves a wide range of routine and non-routine issues and difficult situations.
9. Oversees the preparation and analyses of a variety of Library District reports.
10. Maintains effective professional relationships with local government and legislative bodies (City of Las Vegas and Clark County government), the Library District Board of Trustees, Library District staff and management, professional and institutional organizations, including organized labor, and the community at large.
11. Determines appropriate staffing levels, work performance standards, contents of the workday, the quality and quantity of services to be offered to the public, and the means and methods of offering those services.
12. Stays abreast of new trends and innovations in the fields of management and library administration.

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13. Ensures compliance with all pertinent Federal, State, and Local laws, regulations, and ordinances as well as all Library District policies and procedures.
14. Serves as the hearing officer on grievances and appeals of discipline; reviews and/or approves all staff terminations and other personnel transactions; and works cooperatively with employee bargaining units.
15. Attends Board, governmental, legislative, professional, and library meetings, conferences, and hearings for the purposes of representing the Library District, acquiring and providing information, presenting recommendations, or implementing Library District policy.

**KNOWLEDGE AND ABILITIES -- Each element in the following list is highly desirable. Mastery of each element is an ongoing process.**

**Knowledge of:**

1. Professional public library operations.
2. Current trends and developments in the fields of executive leadership, management, and public administration.
3. Finance and accounting, including public bond financing methods, public and private funding sources; and complex budget development, administration, and control.
4. Complex project planning methods and techniques.
5. Effective, high level administrative management principles and practices.
6. Pertinent Federal, State, and Local laws, regulations, and ordinances.

**Ability to:**

1. Exercise initiative, appropriate discretion, and good judgment and make sound, courageous decisions.
2. Analyze and interpret complex and technical issues.
3. Direct complex projects to a successful conclusion.
4. Foster a productive, cooperative working environment based on effective interpersonal competence.
5. Effectively lead a management team, including directing and supervising the work of subordinate staff.
6. Establish and maintain effective and productive professional relationships with a wide variety of public and private parties.
7. Accept, initiate, and manage change and maintain flexibility.
8. Direct, manage, and perform multiple tasks and projects concurrently.

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9. Perform under intense political and workload pressure.
10. Communicate clearly and correctly, both orally and in writing.
11. Effectively manage organizational and interpersonal conflict, including dealing with difficult individuals.
12. Grasp intellectually the implications of various business and organizational situations pertaining to the District, and to render sound, logical decisions.

**MINIMUM QUALIFICATIONS**

**Training and Experience:**

Master's degree required. Master's Degree in Library Science preferred (awarded from a college or university accredited by the American Library Association). Candidates will be considered with a qualifying record of upper level academic achievement (Master's Degree or higher); supplemented by a minimum of ten (10) years of executive experience, five (5) of which must include experience in library or other public administration, and eight (8) years of supervisory experience. Advanced degrees additional to any reference above, such as Masters of Public Administration or Masters of Business Administration, are highly desirable.

**Physical Requirements:**

Essential functions may require maintaining a physical condition necessary for minimal dexterity in the use of fingers, limbs, or body in the operation of office equipment; and sitting or standing for extended periods of time.

Tasks require sound perception, visual perception, and oral communications ability.

**Environmental Requirements:**

Tasks are performed in a professional office setting with infrequent exposure to adverse environmental conditions.

<b>FLSA:</b>	<b>EXEMPT</b>
<b>CBA:</b>	<b>NOT COVERED</b>
<b>DEVELOPED:</b>	<b>JULY 1, 1995</b>
<b>REVISED:</b>	<b>DECEMBER 1, 1997 JUNE 15, 1998 OCTOBER 13, 2008</b>