

Cooperating Libraries Automated Network Executive Director Position Description

Summary:

The Executive Director is responsible for administering the operation of the Cooperating Libraries Automated Network and its services. Participates in the development of network goals and policies and provides leadership in implementing those goals and policies as authorized by the Steering Committee. Reports to the Steering Committee.

Responsibilities:

1. Responsible for the overall efficient operation of the CLAN organization and its services.
2. Provides leadership in achieving network goals. Evaluates network needs; develops plans; proposes services, activities, and changes in operations.
3. Works directly with the Steering Committee in an administrative, technical and advisory role.
4. Implements and oversees network policies.
5. Develops a knowledgeable, informed, and committed staff. Manages recruitment, selection, employment, development, and evaluation of network personnel.
6. Administers all business, financial, and legal obligations of a nonprofit organization.
7. Prepares the annual budget working with the Treasurer and the Finance Committee. Directs and monitors expenditures of network funds.
8. Oversees the contract for service with the Central Site.
9. Keeps abreast of current and emerging technological developments. Evaluates and recommends improvements to the network.
10. Provides technical assistance to committees and direction and technical assistance to the working groups.
11. Communicates effectively with all CLAN constituencies keeping members informed of current and future developments.
12. Develops a continuing education program for the membership, conducting specific workshops as appropriate.
13. Interacts with network vendors exploring new services and negotiating contracts. Works with vendors to insure smooth and timely acquisition and transition to new and upgraded products and services. Monitors compliance and implementation of all vendor contracts.
14. Oversees grant proposals, including project selection, development of grant applications, and project implementation.
15. Represents network at various state, regional, and national groups as requested by the Steering Committee.
16. Seeks and accepts other responsibilities consistent with the position as required.

Qualifications and Requirements:

ALA accredited MLS, and a minimum of 5 years administrative experience, including personnel management, strategic planning, and library administration. At least 2 years administrative experience with an automated library network which demonstrates a proven knowledge of library automation, telecommunications, and emerging

technologies, is preferred. Excellent interpersonal skills and an ability to deal effectively with individuals representing all levels of experience and expertise. Proven written and oral communication and group facilitation skills. Strong grantsmanship skills desirable. Flexibility in a changing environment. Must possess a valid driver's license and have use of an automobile.

Physical Requirements:

Some physical effort generally required to perform work under typical office conditions; frequent moderate effort required for such tasks as moving computer equipment and lifting supplies weighing up to 40 pounds. Position requires the ability to operate a keyboard and standard office equipment as well as view computer screens for an extended period of time. Position requires the ability to travel to member libraries on an occasional basis. Frequently required to use hands to finger, handle, or feel objects, tools, or controls and reach out with hands and arms. The employee is frequently required to sit and talk and hear. Specific vision requirements include close vision, distance vision, and the ability to adjust focus.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.