



Job Description

Executive

Position Title:	Executive Director	
Job Code:		
Salary Grade:		
Reports to:	Board of Directors	
Reports:	<ul style="list-style-type: none"> • Direct of Communications • Director of Education and Events • Director of Government and Legal Services • Director of Member Services • Accounting / Data Services Manager 	<ul style="list-style-type: none"> • Events Manager • Technology Coordinator • Office Administrator • Office Assistant / Receptionist
FLSA:	Exempt	
Department:	NA	
Classification:	Executive	
Date:	February 2019	

Position Summary

The Executive Director is responsible for the administration and coordination of the ongoing programs and day to day activities of the Ohio Library Council [OLC].

Duties and Responsibilities

1. Serves as the chief executive officer and primary spokesperson for the association.
2. Maintains a strong working relationship with the OLC's Board and manages all aspects of Board meetings and activities to ensure effective organizational governance.
3. In tandem with OLC's Board, helps develops the annual strategic plan, and is accountable for the successful execution of strategic plan in order to achieve the strategic mission and vision of the organization.
4. Serves [or assigns staff who will serve] as the OLC's representative to the Ohio Library Foundation.
5. Maintains positive working relationships with local, state, and national library associations including: the State Library of Ohio, the Ohio Public Library Information Network [OPLIN], the Kent State University iSchool, the American Library Association, the Public Library Association, and other library related organizations.
6. Adds value as a key member of management; understands the business, financials, industry, clients, and strategy.
7. Supervises employees, provides direction, coaches, trains and develops, hires, and manages performance to organization goals and expectations.

8. Manages budgets and resources effectively and efficiently; knows and understands organization's financial position.
9. Manages vendors and outside service providers effectively; sets expectations and holds them accountable.
10. Administers all aspects of the Ohio Library Council.
 - a. Implements all policies and procedures and makes recommendations to the Board on proposed policies and procedures.
 - b. Plans, develops, and implements all activities and programs.
 - c. Maintains contact with OLC's legal counsel.
 - d. Communicates and reports critical business information to Board members and members of the OLC.
 - e. Plans and manages OLC's conferences and events.
 - f. Leads public relations efforts and communication to members and the community at large.
 - g. Oversees facilities maintenance, safety, and work environment.
11. Other duties as required.

Functional Competencies

1. Association management expertise	7. Global and cultural awareness
2. Business acumen	8. Innovative
3. Communication	9. Leadership and navigation
4. Consultation	10. Proactive
5. Critical evaluation	11. Relationship management
6. Ethical practice	

Organization and Role Competencies

1. Commitment to innovation and efficiency	4. Integrity
2. Customer service	5. Strategic thinking and big picture mindset
3. Fiscal and resource responsible	6. Time, task, and project management skills

Technical Expertise

Required

1. Experience with the principles and practices of association management is required.
2. Experience interacting with donors, grantors, senior level executives, community stakeholders, and high-profile individuals is required.
3. Experience hiring, training, developing, supervising, and evaluating staff is required.

4. Experience as a leader in a small- to medium-size professional association or not-for-profit organization is required.
5. Experience with financials and financial analysis [profit and loss, balance sheet and cash flow management, and general finance and budgeting] is required.
6. Experience in media relations and as an organization spokesperson is required.
7. Experience collaborating with and influencing board members or trustees is required.
8. Experience developing and executing strategic plans is required.
9. Experience working as part of a senior management team is required.

Preferred

10. Experience with the purposes and function of libraries is preferred.
11. Experience in a member-based organization is preferred.
12. Experience with political lobbying activities is preferred.
13. Experience with conference planning and management is preferred.

Systems

14. Proficiency in MS Office [Outlook, Excel, Word] or similar software is required.

Education and Experience

- Education: Bachelor's degree in business administration, library science, or a related field is required. Master's degree is preferred.
- Certifications or licensure: ASAE Certified Association Executive is preferred. Drivers' license and ability to maintain a driving record that is satisfactory to the organization's liability insurance carrier is required.
- Years of relevant experience: 10 or more years is preferred.
- Years of experience supervising: 7 to 10 years is preferred.

Working Conditions and Physical Requirements

- The work environment involves everyday risks or discomforts that require normal safety precautions typical of offices, which includes the need for general safe workplace practices with office equipment and computers, avoidance of trips and falls, and observance of fire regulations.
- The noise level in the work environment is usually quiet to moderate.
- This position is performed in an office setting although frequent off-site meetings in various settings occur.
- There is no set schedule for this position due to the requirements to attend meetings and events on weekends and evenings.
- Frequent local travel by automobile and a valid State of Ohio drivers' license is required. Occasional overnight travel is required.
- Travel to and attendance at annual national conferences of the American Library Association is required.

- Lift light objects [less than 20 pounds] and carry them short distances [20 feet or less].

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by an individual working in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.