Executive Director of the Northeast Ohio Regional Library System, Hudson Ohio.

The Northeast Ohio Regional Library System (NEO-RLS) seeks a collaborative, professional, and proactive leader to serve as the next Executive Director/Deputy Fiscal Officer.

Summary:
NEO-RLS is committed to empowering its library community through high-quality staff development and dynamic, collaborative opportunities. The successful candidate will expand and improve existing services to engage membership libraries and be the catalyst for maximizing library potential. This individual will be responsible for the vision, strategic leadership, and administrative oversight of the organization’s operations following the strategic plan, Ohio laws, and supporting the overall interests of the member libraries. Appointed by and reporting to the Board of Trustees, consisting of 15 representatives of members of the system, the Executive Director/Deputy Fiscal Officer oversees a staff of two continuing education coordinators and works in concert with the Fiscal Officer. This small team forms a membership and goal-oriented organization that produces results and high satisfaction.

Responsibilities:

Develops and administers NEO-RLS based on a Board approved strategic plan, mission, vision and values, policies, available resources and in accordance with the Ohio Revised Code.

Provides leadership and support to the Board and Board committees through communication regarding current and future issues of significance to the organization and libraries within the region. Works with Board Officers to ensure the Board operates effectively as a body and assists with the recruitment and involvement of Board and Committee members.

Submits reports and recommendations on organizational policies, services and fiscal activities to the Board.

Develops, implements and coordinates an annual budget in conjunction with the Fiscal Officer that supports NEO-RLS’s strategic plan and best assures the future of the organization.

Plans and directs strategies for achieving financial stability and growth in accordance with the Board approved strategic plan, including plans for acquiring funds through grants, new revenue streams and private donations.

Manages personnel effectively, including hiring, supervising, developing and maintaining an effective and motivated staff team. Recommends personnel actions to the Board of Trustees.
Develops and facilitates strategic planning for libraries.

Leads, develops, implements and manages programming, consulting, services and other member benefits in order to meet the needs of libraries in the region.

Oversees the regular assessment of programs and services for effectiveness and relevance to mission.

Maintains currency with future trends in libraries and adjusts NEO-RLS’s benefits and services accordingly.

Actively promotes NEO-RLS membership, programming and services to all multi-type libraries within the region through regular visits, presentations and other contact with directors.

Builds healthy, professional relationships with the region’s libraries, the State Library of Ohio, other state regionals, professional library membership organizations, and vendors.

Participates actively in local, state and national professional endeavors and groups.

**Required Education and Experience:**

Master’s degree from an ALA-accredited library school required.

Minimum of three-five years of progressively responsible leadership and demonstrated administrative experience, preferably in a library; or equivalent combination of education and experience.

Demonstrated knowledge of library concepts, operations, technology, services and trends.

Demonstrated ability to hire, train, evaluate, motivate and lead staff. Ability to prepare and administer budgets.

Ability to effectively utilize statistics and other evaluation information to assess organizational priorities and achieve Board goals and objectives.

Proven ability to teach, speak and act as a consultant to academic; public; school and special member libraries on a variety of topics.

**Salary:** Starting salary negotiable from $80,000; based on relevant experience. Status 37.5 hour work week; Salaried.
Benefits: 22 days of vacation, 12 paid holidays, 30 hours personal leave; 15 sick leave days; Ohio Public Employees Retirement System (OPERS); 90% employer sponsored health, dental and vision insurance

How to Apply: Please submit a letter of interest, CV or resume, and three references to William Rutger; Search Committee Chair at wrutger@avonlake.lib.oh.us.

Deadline for applications: April 6, 2022.

About:

The Northeast Ohio Regional Library System (NEO-RLS) is a partially state-funded, membership organization of 98 libraries (academic, public, school and special) located in 22 designated counties of Ohio. NEO-RLS’s region includes 91 of the state’s 251 public libraries, 300 of the state’s 611 public school districts, 38 academic libraries and over 100 special libraries. NEO-RLS is governed by a 15 member Board of Trustees and the four person staff includes the Executive Director, Fiscal Officer and two Continuing Education Coordinators. NEO-RLS is charged with assisting libraries to better meet the needs of their customers by creating opportunities to accomplish services and programs beyond individual capabilities and resources. NEO-RLS facilitates the work of libraries through services, professional development and responsible fiscal management. The NEO-RLS office is located in Hudson, Ohio.