



Employment Opportunity

Chief Executive Officer (CEO)

Full Time

Central Services, St. Peters, MO

The St. Charles City-County Library is seeking a motivated and innovative individual who is passionate about library services to fill our open Chief Executive Officer (CEO) position. The CEO will oversee all aspects of library operations at each of our 12 branches as well as the Bookmobile, including strategic planning, budget management, and community engagement. The CEO is responsible for fostering a culture of innovation and inclusion, while ensuring the delivery and execution of high-quality programs and events to meet the diverse needs of our community and patrons.

Requirements:

- Proven leadership skills with experience in strategic planning, budgeting, and personnel management.
- Strong understanding of current trends in library services, technology, and community engagement.
- Excellent communication and interpersonal skills, with the ability to build meaningful relationships with staff, patrons, and community stakeholders.
- Familiarity with library management systems and emerging technology in the field.
- Ability to develop and implement policies and procedures that enhance library operations.
- Master's in Library Science or a Master's Degree in Public Administration, Business Administration, Nonprofit Management, or similar field; and,
- Five (5) years of experience in a highly responsible administrative position in either a library or related organization.

Schedule: Monday through Friday, with some flexibility required.

Salary and Benefits: The St. Charles City-County Library offers a full benefit package which includes medical, dental, and vision insurance, life & disability insurance, defined life-time benefit pension plan, deferred compensation (457) plan with employer contribution, Flexible Spending Account (FSA) and a generous amount of paid time off, in addition to a competitive salary.

For consideration, submit cover letter and resume electronically to jobs@stchlibrary.org. This position will remain open until filled.

The St. Charles City-County Library is committed to diversity and inclusion. The Library provides equal employment opportunities to all applicants without regard to race, color, religion, sex, gender identity, national origin, sexual orientation, age, disability, or military status.

11/05/2024

Please see the following job description for more information.

Job Description

Description Number:	BB1
Position Title:	Chief Executive Officer (CEO)
Salary Grade:	BB
FLSA Classification:	Exempt
Reports To:	Board of Trustees
Revision Date:	10/15/2024

Position Summary

The Board of Trustees appoints the Chief Executive Officer (CEO) of the Library. The primary responsibility of the CEO is to develop all aspects of the Library to best meet the needs of the community. Overall responsibilities include: compliance with federal, state, and local laws which affect library operations; execution of policies adopted and promulgated by the Board of Trustees; development and execution of short and long-range plans relative to all areas of the system and full responsibility for day to day operations of the organization.

The CEO shall ensure the library remains a valuable asset to St. Charles County by utilizing a variety of sources to survey customer satisfaction and assess the needs or desires of the community. The CEO shall actively promote the value of a public library and ignite public interest in the programs and services of the Library.

The CEO shall work closely with the Library Foundation and Friends of the Library to support fundraising efforts for library operations, programs and services.

Essential Functions

1. Execute the orders and policies issued by the Board of Trustees and those required by law.
2. Develop short-term and long- range goals and plans relative to all areas of the system, including broad-based programs.
3. Recommend policies to the Board of Trustees for action; execute policies and communicate actions of the Board to all staff.
4. Direct, supervise and coordinate day to day management of the Library; establish a working environment that encourages a high level of employee morale and productivity.
5. Provide guidance to administrative staff in the areas of: development, finance, facilities, information technology, marketing, personnel, and library services.
6. Continually review total library services in relation to community changes, trends, interests and needs.
7. Resolve a wide range of routine and non-routine issues and difficult situations.
8. Develop and maintain cooperative relationships with City and County officials, the school districts, and other community organizations. Form effective relationships with the Library Foundation and Friends of the Library for the purpose of fundraising.
9. Stay informed of developments within the library sphere.

Duties

1. Develop goals and objectives jointly with the Board of Trustees for the Library and a plan for achieving them.
2. Act as a technical advisor to the Board; recommend policies for board actions and prepare regular reports embodying the library's current progress and future needs.
3. Provide new board members with an orientation to the library, including a review of policies, services, physical facilities, finances, and other appropriate administrative concerns. Attend all

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- board meetings.
4. Develop a strategic plan with prioritized goals and objectives for improvement of the library services within the budget; utilize a variety of methods for evaluation of progress toward goals and regularly report progress to the board and employees.
 5. Work closely with the appropriate administrators to:
 - Evaluate the Library's service plan, materials, and programming activities to ensure they meet the needs of the community and that materials are cataloged using accepted professional standards.
 - Prepare and present the annual budget and monthly budget status reports for the Board in compliance with state laws and governmental accounting principles and practices.
 - Maintain adequate insurance to protect the Library and public.
 - Ensure the physical facilities are adequate to carry out the Library's mission and are in compliance with federal, state, and local laws including fire, safety, sanitation, handicapped accessibility, energy conservation and other applicable state, local codes or regulations.
 - Employ qualified personnel and manage the organization of personnel and staffing level throughout the system. Confirm personnel policies comply with federal and state laws and are properly applied within the organization. Oversee the total employee compensation plan which includes benefit programs.
 - Provide an integrated library automation system (ILS) and electronic information system that enhances library services and provides users with access to a variety of resources. Develop and maintain policies and procedures to preserve the confidentiality, safety, and integrity of data collected by the library.
 - Develop a comprehensive marketing program to promote the Library's resources, services, and programs/events.
 - Develop a fundraising strategy and support the work of the Foundation and Friends of the Library.
 6. Actively engage with other libraries, governmental agencies, non-profits agencies, and the private sector in an attempt to offer the highest caliber of service to the community.
 7. Participate in professional and community organizations; may serve on committees or boards of other community organizations.
 8. Carry out duties in accordance with the Library's Code of Ethics.
 9. Other duties deemed necessary by the Board, State Statute, or by the nature of the position.
 10. Advise Board of any elements of the Long-Term Strategic Plan that need re-examination, revision or enhancement in light of community acceptance or feedback.

Skills

1. Ability to implement goals and objectives of the Library Board to ensure the Library remains a valuable asset to the community.
2. Ability to develop effective working relationships with community leaders, public officials, professional groups and the general public.
3. Ability to present ideas clearly and concisely with superior verbal and written communication skills; comfortable speaking before large audiences
4. Ability to lead, motivate, and empower library employees.
5. Ability to analyze data and information to determine effective and efficient methods of providing library services.
6. Ability to respond to unexpected emergency situations and minimize negative effects.

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7. Ability to interpret policies, resolve conflict, and find alternative solutions when necessary.
8. Ability to direct, manage, and perform multiple tasks and projects concurrently.
9. Knowledge of current trends in the fields of executive leadership, management, public administration, grants, and foundations.

Essential Physical Abilities - Accomplished with or without reasonable accommodation.

1. Sufficient clarity of speech and hearing to communicate effectively with others.
2. Sufficient clarity of vision to produce or review a wide variety of reports, correspondence, and related materials in electronic or hard copy form.
3. Ability to exert some physical effort in performing office duties, may involve some lifting.
4. Sufficient personal mobility to monitor library operations and to attend Library, community, and public meetings at various locations.

Education and Experience

1. Master's in Library Science or a Master's Degree in Public Administration, Business Administration, Nonprofit Management or similar field; and,
2. Five (5) years of experience in a highly responsible administrative position in either a library or related organization or any combination of education and experience which would provide the required knowledge and skills to allow successful performance of the job.
3. Extensive knowledge of public library operations and familiarity with local and state laws is desirable.

The job description is not intended to be all-inclusive. Employees may perform other related duties as required to meet the ongoing needs of the Library.