



## **EXECUTIVE DIRECTOR POSITION DESCRIPTION**

This exempt Executive position is responsible to the Board of Directors for the operation and administration of the LION systems within the guidelines and policies established by the Board of Directors, including planning, implementing and monitoring its growth.

### **SPECIFIC RESPONSIBILITIES:**

1. Administers implementation of the goals, objectives, and priorities of LION within the guidelines and policies established by the Board of Directors. Supports and oversees the organization and operation of all program areas.
2. Manages, in coordination with the Personnel Committee of the Board of Directors, LION personnel including salary ranges, hiring, firing, work assignments, evaluations, and review of job descriptions.
3. Supervises and coordinates all member support for the operation of LION services.
4. Prepares the annual budget and monitors the financial record keeping and preparation of regular financial reports.
5. Maintains, analyzes, evaluates, and interprets statistical studies, operations records, performance, and production records as required. Reports regularly to the LION Board of Directors and confers with members as required.
6. Shares duties with the Associate Director and staff in maintaining the Library Management System and the other systems that LION supports.
7. Works closely with the Associate Director, the LION Board, member committees, other associated institutions, and vendors to develop and expand current services. Assesses needs, completes research, and makes recommendations regarding service proposals.
8. Acts as liaison to LION consultants and vendors regarding contract negotiations, implementation, enforcement, maintenance, enhancements, and problem resolution.
9. Serves as consultant to committees of the Board of Directors as requested.
10. Makes ongoing evaluation of system hardware and software in order to assure that LION remains responsive, dynamic, efficient, cost-effective, and capable of attaining its goals.
11. Represents LION to libraries, boards, associations, prospective new members, and the public as needed and appropriate.
12. Develops and maintains LION's role in statewide library networking and services.

13. Responsible for compliance with Federal and State law and for maintaining corporation legal documents and all other records of the LION.

14. Performs other duties as needed.

**ORGANIZATION:**

Works under the general direction of the LION Board of Directors.  
Responsible for the supervision of all LION staff.

**QUALIFICATIONS:**

- MLS with 5 years professional library experience including broad knowledge of automated library systems.
- High level problem solving skills and excellent oral and written communication abilities.
- Administrative experience should include planning, evaluation, budgeting, and staff training.
- May include weekend and/or night hours.
- Valid Connecticut driver's license and properly registered and insured motor vehicle required.