



**Northern New York Library Network (NNYLN)  
EXECUTIVE DIRECTOR  
SUMMARY JOB DESCRIPTION**

The Northern New York Library Network (NNYLN) Executive Director is responsible for all aspects of the operation of NNYLN in accordance with NYS Education Law, regulations of the Commissioner of Education, NNYLN Bylaws and personnel policies. Acting as NNYLN Chief Executive Officer, the Executive Director is appointed by, and serves at the pleasure of the NNYLN Board of Trustees.

The Executive Director will develop and sustain products and services of value to the NNYLN membership; build alliances, foster networking and collaboration among various types of libraries in the region; and effectively advocate for the crucial roles libraries play in northern New York. In addition, the Executive Director will demonstrate entrepreneurial abilities, business expertise, and a commitment to understanding and communicating emerging issues in the library and information field; respond promptly and plan strategically to meet the changing needs of the membership; show proven success working with a governing board; and maintain a successful record of human resource administration, fiscal management, and member services administration.

The Executive Director oversees an annual budget of approximately \$1.2 million, an endowment of \$4.4 million, and a staff of 3 full time and 2 part time positions.

Hours of work: Full-time (35 hours), 12-month professional position; regional and some statewide travel.

Starting salary: \$90,000-\$125,000, commensurate with experience and qualifications.

Benefits: Excellent working conditions and generous benefits, including 12% TIAA retirement contribution, 24 vacation days, 6 personal days, 12 sick days, and health, disability and dental insurance.

**Required Qualifications:**

- ALA-accredited MLS Degree.
- At least eight full years of post-Master of Library Science professional library experience, at least four years of which shall have been in an administrative capacity.
- Ability to obtain a New York State [public librarian's professional certificate](#)

**General Description of the Position**

**The Executive Director:**

- Provides leadership and direction to NNYLN, its Board of Trustees, and its member organizations (libraries and library systems and other cultural heritage organizations), addressing members' needs in an ever-changing information service environment.
- Engages the membership in assessing their needs, developing goals and objectives for the organization, and developing, implementing and evaluating consistently high-quality, efficient, cost-effective and highly regarded programs and services to meet those needs.

- Fosters an environment of collaboration among all libraries and library systems in the region and the state. Provides a forum for member libraries to share resources and best practices.
- Responsibly manages and seeks to enhance NNYLN's public and private financial resources.
- Serves as CEO of the Northern New York Resources Corporation, the NNYLN's supporting foundation.
- Serves as Project Manager for various projects including: [New York State Historic Newspapers](#) and NNYLN's statewide newspaper research project.
- Creates and sustains a positive work environment administering all NNYLN personnel operations, including recruitment, training, and evaluation of all staff.
- Develops and maintains strong positive relationships with elected and appointed officials, educating them about the critical and varied roles of libraries and information; advocates persuasively for library service support at the state and national level.
- Represents and advances the interests of NNYLN members in appropriate regional, state and national organizations and associations.
- Promotes library awareness and library support with the media and with all the various library constituencies.
- Represents NNYLN in its relations with the general public as well as with regional, state, and national research and library organizations.

Qualifications:

- Evidence of entrepreneurial skills and attitude.
- Demonstrated success in initiating and managing large-scale projects.
- Record of collegiality and accomplishment in collaborative, multi-type library activity.
- Evidence of consensus-building skills.
- Commitment to active advocacy and building strong positive relationships with elected officials.
- Skill in promoting libraries and library services.
- Demonstrated success in supervising, motivating and monitoring staff.
- Excellent verbal and written communication skills; ability to speak well in public.
- Flexibility in advancing the organization in changing information services environment.
- Familiarity with the library environment and trends.
- Demonstrated professional development that includes leadership in professional associations and service to the profession.
- Proficiency in general office technology and an understanding of modern library technology.
- Demonstrated experience with financial statements, budgeting and financial planning.