

Job Description Executive Director Libraries Of Middlesex Automation Consortium (LMxAC)

Introduction

LMxAC was formed in 1986 as a nonprofit consortium of libraries in Middlesex County, New Jersey; to establish, operate, and promote the use of a shared automation system; to establish, operate and promote cooperative automated projects and resource sharing so higher quality of library services is provided to all residents. Goals in the 2004-2007 technology plan were:

- To link LMxAC libraries in a shared integrated library system offering automation support for all major library collection management functions
- To provide high speed and reliable inter-library data communication to LMxAC members
- To provide access for the citizens to the widest possible range of library materials databases
- To provide access to the resources of the Internet and access to high quality commercial information services.
- To provide technical and training support to member libraries of LMxAC.

The LMxAC community has a broad constituency base currently comprised of twenty-six public libraries and one academic library with a combined annual circulation of approximately four million items. Member libraries range in budget from \$226,000 to over five million dollars and are located in Middlesex and adjacent counties. The organization has an operating budget of over \$1 million, primarily funded by member dues. There are currently seven full time and three part time staff members.

Overview of the Position

The Executive Director reports to and works in partnership with the board of directors (all of whom are members) in developing strategic directions for LMxAC and furthering the mission, goals, and objectives of the consortium. The Executive Director is responsible for implementation of the organization's plans and policies; staffing; member and external relations; and fiscal and administrative policies and procedures.

Responsibilities

➤ Technology

- Lead the organization in developing responsive and innovative services to new trends in technology that will benefit member libraries.

- Ensure that LMxAC members have information about new developments and have access to technology expertise to make informed decisions regarding appropriate technological adoptions.
- Ensure there is adequate technological expertise to manage the network and maintain current and future services.
- Ensure the security of the network.

➤ Member Relations and Services

- Create productive partnerships with consortium members.
- Develop and direct innovative services that are responsive to members' needs within the resources of the cooperative.
- Foster a sense of community and mutual accountability among members and provide a framework for open dialog.
- Create a workable balance between flexibility and consistency in relationship to member needs.
- Negotiate favorable vendor agreements.

➤ External Relations

- Maintain the consortium's strong working relationships with the Middlesex County Freeholders, the State Library and SIRSI, as well as with others whose decision making affects LMxAC.
- Actively participate in policy and funding decisions that affect the consortium.
- Explore and recommend collaborations that reduce service redundancies and are cost and resource beneficial to the consortium.
- Recruit new members in accordance with the strategic plan.

➤ Strategic Planning and Initiatives

- Work in partnership with the board and with member libraries to develop a strategic plan that considers the scope of LMxAC services, the size of its membership, fee setting practices for baseline and add-on services; opportunities for collaboration outside of the consortium; and additional sources of funding.
- Undertake cost/benefit analysis related to expanding the membership of the network.
- Oversee implementation of the strategic plan and delivery of services.

➤ Organizational Management and Development

- Recruit, retain, and motivate qualified and competent staff.
- Implement policies and programs that facilitate a work environment that is consistent with the LMxAC mission and its core values and conducive to staff productivity, development and retention.
- Maintain the financial stability of the consortium through sound budgeting and resource allocation practices.
- Ensure the integrity of the financial systems and recordkeeping to safeguard the assets of the corporation.
- Develop and propose policies and implement procedures that ensure that LMxAC meets its service objectives and acts in accordance with all applicable federal, state and city laws and regulations.
- Ensure a culture of participation throughout the organization
- Broaden the range of participation on the LMxAC board and its committees.
- Strengthen the consortium's internal infrastructure to meet the needs of the changing technology environment.

Qualifications

➤ Library Background

- Demonstrate a thorough understanding of the library environment, language and culture, with a strong grasp of public library needs and practices (MLS preferred).

➤ Technology Expertise

- Proven knowledge of library automation, telecommunications, and emerging technologies is required.
- Have hands-on experience with computer systems and networks.
- Able to evaluate computer system needs and demonstrate hands-on experience with networks.
- Able to access and interpret technology for the benefit of the membership.

➤ Innovator

- Able to embrace change and learn on the job.

- Evidence a strong commitment to responsive and innovative service and bold approaches to new trends.

➤ Collaborative Leadership

- Demonstrated leadership and ability to build and inspire a diverse group of staff, board, members, and key constituents to work collaboratively.
- Able to work in partnership with the board of directors.
- Experience working with a membership board/organization preferred.

➤ Persuasive Communicator

- Able to represent the consortium to key constituencies.
- Able to articulate the value of LMxAC.
- Strong negotiation skills.

➤ Strong Manager

- Demonstrated project management skills.
- Experience managing staff with diverse job responsibilities.
- Sound financial management skills.

Salary and Benefits

- Salary commensurate with experience, within the framework of a \$1 million operating budget.
- Competitive benefits.