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**Executive Library Director**

Are you an exemplary leader looking to drive the strategic plan for a library? Have a passion for working in a diverse community? If this sounds like a good fit, The Waukegan Public Library Board is seeking an Executive Library Director to develop the strategy and oversee the management and daily operations of the library.

**About Us:**

The Waukegan Public Library serves the community of Waukegan with a population of 84,000 people. The library’s vision is for a community that recognizes the importance of learning and is invested in its success. To foster this kind of environment, our commitment is to maintain active community engagement, to ensure our classes, programming, collection and library services are relevant to our community’s literacy, learning, and discovery needs. For more information about the Waukegan Public Library, visit www.waukeganpl.org.

**Position Summary:**

The Executive Library Director will serve as the Chief Executive Officer of the Waukegan Public Library to lead the strategic vision and direction as well as the management of the library. This role will be responsible for evaluating, coordinating and directing all functions and operations of the library. The Library Board is also looking for a leader to provide data and information to help them make decisions as well as partner with the Board on decisions and action items impacting the staff and public.

**Responsibilities:**

* Establish Library priorities while integrating the community needs
* Direct and update policies regarding collections, patron and staff procedures, accounting, community outreach, community service, grant and developmental funding and security
* Recognize critical financial issues and provides corrections with minimal service disruption
* Ensure Library funds are spent appropriately and in the best interest of those we serve
* Provides the Board with accurate information about the financial status of the library through regular financial reports and proposes new potential sources of finance for programs and services.
* Maintain high visibility in the community and effectively communicates library services using traditional media, electronic and social media, community outreach programs, and public relations.
* Attends and presents at community events
* Represents the library within RAILS, Illinois Library Association, ALA, and PLA
* Work with the Board to complete requirements in a timely manner
* Work in consistent manner with Board decisions that affect staff and/or public
* Serve as a people manager and provide recognition, rewards, training and team building to staff
* Develop staff and encourages them to identify new or improved ways to service the public
* Anticipate and assess changes in the community and provide resources to address the current needs
* Seeks input from others and creates a collegial atmosphere where ideas and information are easily exchanged.

**What We Require:**

* Master of Library Science degree from an ALA-accredited graduate Library school
* 7+ years of managerial experience with a high level of financial responsibility
* Ability to travel to multiple locations for work when necessary
* Experience with union and union negotiations a plus
* Significant experience with strategic planning, assessments, and policy development
* Exemplary leadership and supervisory skills
* Exceptional written and interpersonal communication skills

**What we offer:**

We offer a competitive salary and medical, dental, vision, life insurance, flexible spending plan, and EAP. We also offer IMRF retirement plan participation, generous vacation days, and paid holidays.

**Interviews: Onsite**

**Job Location: Onsite**

**How to apply:**

If you desire a library leadership role to partner and serve a diverse community, the Waukegan Library may be a place for you. For consideration, please forward your resume and cover letter by clicking the apply link: <https://waukeganpubliclibrary.recruitpro.com/jobs/216965-46095.html>

The Waukegan Public Library is an Equal Opportunity Employer.

**Key Words**: Library Director, Executive Library Director, Assistant Library Director, Library Dir, Executive Dir., Executive Director