

## Job Posting

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# Executive Director

### Job Type

Full-time

Huntsville, AL

### **Pertinent Information:**

Contact Information: Dietrich Schaefer, HR Director

Email: [dschaefer@hmcpl.org](mailto:dschaefer@hmcpl.org)

Phone: 256-532-2352

**DEADLINE TO APPLY: JANUARY 23RD, 2025**

### **Applicants may apply through one of the following methods below:**

1. Go to [www.hmcpl.org](http://www.hmcpl.org), scroll down to the bottom of the home page, and click Employment to apply
2. Click the following link to apply: <https://recruiting.paylocity.com/recruiting/jobs/All/7de0f7ae-040b-4f7c-b7f2-a47d66d3eb5e/Huntsville-Public-Library>
3. Email cover letter and resume to the search committee at [dschaefer@hmcpl.org](mailto:dschaefer@hmcpl.org).

### **POSITION TITLE: Executive Director**

The Huntsville-Madison County Public Library is a non-profit library system comprised of ten locations serving the residents of Madison County, Alabama by providing library resources, materials, and programming through a number of platforms. HMCPL is seeking an Executive Director to oversee the strategic and operational direction of the library and direct the day to day operations of all library systems with support for the library management and leadership teams.

The ideal candidate will be well-organized, experienced in public library administration and directorship, and passionate about public librarianship and literacy as it pertains to creating and engaging with local communities in support of library goals and objectives.

**LIBRARY LOCATION:** All, operating primarily out of the Downtown Huntsville Library, located at 915 Monroe Street, Huntsville AL 35801.

**YEARLY RATE:** \$100,006.40 per year

This is a full-time, 40 hour a week exempt position. Benefits offered include health insurance, dental insurance, vision insurance, life insurance, long-term and short-term disability, employee health clinic, and MPP and 457(b) retirement plan options. General schedule is Monday through Friday, with occasional weekend and evening hours as needed.

**GENERAL STATEMENT OF DUTIES:** This is highly responsible administrative work involving the direction of a broad range of public library functions.

Work involves responsibility for the organization, management, and effective functioning of the entire library system and for the provision of library services to patrons and community organizations. Duties include but are not limited to policy recommendation, location and department planning, and direction and administration of library activities. This position requires that the employee have thorough knowledge, skill, and ability in every phase of the public library field. This position is

classified as Exempt for the purposes of the Fair Labor Standards Act.

**SUPERVISION RECEIVED:** Works under the direction of the Huntsville-Madison County Public Library Board of Directors.

**SUPERVISION EXERCISED:** Responsible for issuing instructions to administrative and support staff as well as managerial staff at multiple locations.

**ESSENTIAL JOB FUNCTIONS:**

**Teamwork & Leadership:**

- Acts as a team leader in fulfilling the Library's Mission Statement: "This is the public's library. We empower individuals to create their own futures, explore the universe of ideas, and connect with our community and the world."
- Directs the operations of multiple branch libraries throughout the City of Huntsville and Madison County.
- Directs and participates in personnel actions such as hiring, firing, termination, assignment, evaluation, and labor relations.

**Collection Development:**

- Directs the development and maintenance of a large public library collection of books, periodicals, records, audio-visual materials, digital materials, and other library materials.
- Oversees the development of comprehensive policies pertaining to the development, maintenance, and accessibility of library resources for patrons in alignment with HMCPL policies; local, state, and federal regulations; the direction of the HMCPL Library Board; and library science standards and best practices.

**Professionalism & Communication:**

- Confers with State agencies, other public libraries, corporations, and community groups in the development of library programs and services and assists in coordinating interlibrary efforts.
- Confers with local officials and the general public to provide information and resolve problems and complaints.

**Specialized Expertise:**

- Prepares the annual system budget and presents and defends budget requests before the Library Board; directs and controls the expenditure of departmental fund allocations within the constraints of the approved budgets; administers gifts, state, and federal monies; monitors and supervises the general operation of the administrative team to ensure prudent financial operation.
- Drafts and recommends policy to the Library Board; plans for the implementation of public library goals and objectives.
- Directs the development, repair, and maintenance of Library buildings and campuses.

**OTHER JOB FUNCTIONS:** Participates in special projects and performs additional duties as required.

**PHYSICAL DEMANDS:** Requires sitting at a computer for extended periods of time. May also require standing, walking, reaching, climbing, stooping, and lifting/carrying items generally not exceeding 20 pounds. Must possess the vision required to read printed materials and a computer

screen. Must possess the ability to hear and speak both in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer. Reasonable accommodations may be made to enable individuals to perform the essential functions.

**WORK ENVIRONMENT:** Generally, involves everyday risks or discomforts which require normal safety precautions typical of office environments. Speaks on behalf of the library system to members of the public, library employees, the media, local government, and any relevant parties. May interact with upset staff and/or members of the public.

**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, SKILLS AND ABILITIES:**

Comprehensive knowledge of the principles of library science, organization and functions; thorough knowledge of library administration including fundamentals, human relations, and budgeting; ability to analyze and solve major problems; ability to develop data and recommendations influencing policy; complete competence in oral and written communications; ability to establish and maintain effective working relationships with superiors, subordinates, associates, corporate representatives, officials of other agencies, and the general public; proficiency with current computer and internet technology as well as knowledge of evolving technological developments within the library industry.

**EXPERIENCE AND TRAINING:**

A Master's Degree in Library Science from an accredited college or university plus five (5) years of progressively responsible library administration experience including at least three (3) years in a supervisory capacity or any combination of education, training, and experience which provides a demonstrated potential for performing the above listed duties of the position is required.

*This job description is not nor is it intended to be a complete statement of all duties, functions, and responsibilities that comprise this position. Employees may be expected to perform additional duties that may not be reflected in this description.*

*The Huntsville-Madison County Public Library is an Equal Opportunity Employer.*

Revised: 04/2021