

APPENDIX 4D-The Role of the Executive Director

Duties and responsibilities of the Executive Director include, but are not limited to, the following:

1. Recommend new or revised policies and carry out the policies, decisions, and plans of the Board.
2. Assist with preparation of the annual working budget and administer the budget approved by the Board.
3. Act as an advisor to the Board on the technical aspects of library service.
4. Attend all Board meetings except those portions at which the evaluation, appointment, or salary of the Executive Director is to be discussed.
5. Orient new Trustees.
6. Identify needs of the Library and prepare long-term and strategic plans to meet the needs of District residents. Develop goals and objectives.
7. Prepare reports and legal documents pertinent to the Library.
8. Ensure that the Library complies with all applicable federal, state, and local statutes, ordinances, and regulations.
9. Coordinate with other governmental agencies, the Friends, the Foundation, and the community. Oversee promotion of library services to the community.
10. Oversee the facilities and grounds.
11. Oversee selection and purchase of resources.
12. Oversee library operations, including use of technology to support and facilitate services.
13. Exercise responsibility for supervision, performance, evaluation, salary review, and compensation of all personnel. Hire and manage direct reports. Recommend changes in salary schedules to the Board for approval.
14. Exercise the right and responsibility to readjust working hours and staff assignments from time to time as the needs of the library may require, and

to reassign employees to other departments and library facilities or to remove an employee when necessary.

15. Attend those professional meetings that may be beneficial to the Library, and maintain communications with the library community.

(Appendix referenced in Policy 4. Approved by PPLD Board of Trustees 12-11-85, Last Revised 10-17-18, Effective 11-1-18)