

## **APPENDIX 4C—The Role of the Executive Director**

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

- identify needs of the Library and prepare long-term and strategic plans to meet the needs of District residents; develop goals and objectives; and ensure implementation of plans with regular reporting to the Board
- prepare the annual working budget and tax levy for approval by the Board; administer the budget approved by the Board
- exercise responsibility for supervision, performance, evaluation, and compensation of all personnel; hire, manage, and dismiss employees; readjust working hours and staff assignments; and recommend changes in salary schedules to the Board for approval
- recommend new or revised policies and carry out the policies, decisions, and plans of the Board
- act as an advisor to the Board on the professional aspects of library service
- orient new Trustees and serve as an ongoing resource
- prepare reports and legal documents pertinent to the Library; ensure that the Library complies with all applicable federal, state, and local statutes, ordinances, and regulations
- serve as the public face of the Library, coordinating with other governmental agencies, the Friends, the Foundation, and community organizations
- oversee all aspects of library operations, including the facilities and grounds, selection and purchase of resources, use of technology to support and facilitate services, and promotion of library services to the community
- attend those professional meetings that may be beneficial to the Library, and maintain communications with the library community
- attend all Board meetings except those portions at which the evaluation, appointment, or salary of the Executive Director is to be discussed

(Appendix referenced in Policy 4. Approved by PPLD Board of Trustees 12-11-85, Last Revised 10-20-20, Effective 11-1-20)