EXECUTIVE DIRECTOR

Overview

The Sycamore Public Library (SPL) seeks a visionary, collaborative, and community-focused leader to serve as its next Executive Director. This individual will oversee all aspects of SPL operations, including financial management, collections, programs, services, human resources, and facilities. The Executive Director will foster a positive, inclusive workplace culture that empowers staff, encourages professional growth, and inspires a shared commitment to delivering exceptional library services.

Working collaboratively with the Board of Trustees, the Executive Director will provide strategic leadership, establish organizational priorities, and advance the Library's mission through thoughtful planning, fiscal responsibility, and meaningful community engagement. As a visible and engaged representative of SPL, the Executive Director will cultivate strong relationships with community partners, local government, and stakeholders while advocating for the Library's continued growth and relevance.

The incoming Executive Director will join SPL at an exciting and important time, inheriting several ongoing capital improvement and internal infrastructure projects aligned with the Library's newly adopted strategic plan. The successful candidate will demonstrate discipline in balancing priorities, fiscal competency, sound judgement in navigating complex decisions, and emotional intelligence in supporting staff and developing the team. Strong communication skills, adaptability, and a commitment to collaborative, people-centered leadership will be essential to maintaining organizational momentum and guiding SPL into its next chapter.

Status: Full-Time
Classification: Exempt
Salary Range: $110,000–$120,000 annually
Reports to: Board of Trustees
Schedule: Varies; flexible based on business needs and outreach activities

Essential Duties

- Coaches, develops, and mentors team. Oversees department managers
- Partners with the Board of Trustees to create strategic priorities and set policies for SPL
- Collaborates with staff and community partners to develop new programs, collections, and services
- Promotes SPL offerings within the community and engages in networking opportunities with patrons and key community stakeholders
- Establishes processes and procedures and ensures compliance with all legal guidelines
- Oversees SPL finances including budget, payroll, banking, fundraising, grants, and capital improvement projects
- Oversees human resources matters including hiring, onboarding, development plans, annual evaluations, pay increases, personnel matters, and corrective action, when needed
- Engages in and promotes professional development activities for self and staff

- Completes and files annual reports including IPLAR, Per Capita Grant, and ILL Certification
- Acts as Records Retention specialist and ensures compliance with state standards
- Oversees completion of monthly reports and attends all Board Meetings

Qualifications

- Master of Library Science or equivalent
- Minimum five years' experience in public libraries with reference, collection development, programming, reader's advisory, outreach, user instruction, and/or customer service
- Minimum three years' experience coaching, mentoring, and leading a team
- Experience working with vendors, contractors, state agencies, and grants a plus
- Proficiency with Microsoft Office software applications, OPAC's, electronic databases, online reference tools, and electronic devices
- Excellent oral and written communication skills

Knowledge, Skills, & Abilities

- Knowledge of ALA's Library Bill of Rights and Freedom to Read statements
- Able to work independently and adapt to change
- Able to project a professional image as a representative of SPL
- Able to develop and maintain positive working relationships with co-workers
- Able to comprehend, follow, and enforce SPL policies and procedures
- Able to exercise good judgment and handle emergency situations in a calm, capable manner
- Able to walk, sit, and stand for prolonged periods of time
- Able to bend and squat
- Able to lift up to 30 lbs and push carts carrying up to 100 lbs
- Able to see up close and far away
- Able to hear and respond to others both in person and on the telephone
- Able to operate a keyboard and a mouse
- Able to drive a car and hold a valid Illinois driver's license