

NYLA Executive Director - Job Description

The Executive Director reports to the NYLA Council and is responsible to the membership for the creation and implementation of programs and activities to ensure that the purpose, goals, and objectives of the association are attained. The purpose of NYLA is to lead, educate, and advocate for the advancement of the New York library community. The primary areas of Executive Director responsibility are outlined below:

Chief Executive Officer Responsibilities

Leadership

- Provide leadership in the development of long-range strategic plans and yearly goals and objectives for the Association
- Coordinate ongoing leadership development for NYLA Council, unit officers, committee chairs, and aspiring member leaders
- Establish and maintain collaborative relationships with national and state library associations, consortia, systems, and other state and local agencies that impact the library community of New York State
- Plan, formulate, and recommend to the NYLA Council policies and programs that further the goals and objectives of the association, and participate in the formulation of new policies and programs
- Ensure that the Council is kept fully informed of the conditions and operations of the association, and on all important factors influencing them
- Execute all decisions, contracts, and commitments authorized by Council
- Facilitate cross-coordination and communication among all units of NYLA
- Support all units of NYLA in the achievement of unit goals
- Motivate and collaborate with the membership to achieve economical and productive performance of the association's activities
- Participate in the development and implementation of revenue generation (e.g., fundraising, grant writing) on behalf of NYLA
- Carry out other general responsibilities as may be delegated by Council

Advocacy

- Oversee the development and implementation of both long-term and short-term advocacy strategies
- Oversee the monitoring and review of legislative, regulatory, and educational policy activities that relate to libraries of all types
- Maintain an awareness of federal issues that affect libraries and coordinate responses as appropriate
- Coordinate and support the development and delivery of NYLA's advocacy messages by NYLA staff, units, and the membership
- Serve as a resource to legislative members and staff on library issues

Communications

- Oversee the planning and execution of all communications (both print and electronic) to the membership, including general mailings and newsletters
- Answer or refer all correspondence

- Serve as primary media spokesperson for NYLA
- Serve as Executive Editor of all association publications
- Oversee the maintenance of the content, structure, and appearance of the association website and social media accounts
- Coordinate all NYLA public relations programs in collaboration with the appropriate association units and committees

Association Membership

- Promote interest and active participation in the association's activities
- Plan and organize membership promotion and retention programs, evaluate results and recommend policies, procedures, and actions to achieve membership goals

Annual Conference

- Oversee all annual conference activities including contract negotiations
- Identify and negotiate high-profile speakers in collaboration with the NYLA President
- Investigate prospective conference sites and make recommendations to Council
- Oversee the management of the conference budget in order to meet financial objectives
- Plan the annual Membership Meeting at the conference
- Oversee and facilitate the conference planning process

Management Responsibilities

Personnel

- Oversee daily management of association personnel including recruiting, hiring, training, and evaluating staff
- Define staff duties, establish performance standards and work schedules, conduct performance reviews, and maintain competitive staff salary structure
- Administer employee benefits programs
- Oversee the development and maintenance of up-to-date personnel policies

Finances

- Develop and recommend an annual budget in collaboration with Council
- Operate the association within the annual budget as approved by Council
- Ensure that all funds, physical assets, and other property of the association are appropriately safeguarded and administered
- Oversee the maintenance of association financial records
- Provide regular financial updates to Council and membership

Records

- Oversee the maintenance of official minutes of the NYLA Council, Executive Committee, and other official meetings of the association
- Oversee the maintenance and security of all files, legal documents, membership records, and mailing lists
- Oversee the creation of manuals and reports as appropriate
- Transfer historical documents to the State Library Archives when appropriate