

Executive Director -Job Description

The Executive Director is a contract position with the West Virginia Library Association, with the following responsibilities:

1. Maintain membership records for the Association. This will include database maintenance, weekly website updates, handling dues collection, renewal notices, mailing labels, membership, statistics, etc.
2. The Executive Director will report to the West Virginia Library Association Executive Board.
3. The Executive Director will work with the Board in an advisory capacity to establish an annual budget for the Association.
4. Provide administrative support to Association and Board activities. This will include print and distribution of membership materials, such as ballots, publications, division and interest group materials, assist Secretary with distribution of minutes, assist President with correspondence and maintenance of social media accounts and passwords.
5. Work closely with Treasurer to assist with generation and distribution of reports.
6. In cooperation with the appropriate officer provide support for annual conferences of the Association. Conference support may include exhibitor communications and coordination; and work with the Conference Planning Committee and the Local Arrangements Committee to ensure continuity and efficiency for each conference, including maintenance of a conference planning manual.
7. In addition to the above, specific tasks which are part of the Executive Director's duties are:
 - a. Maintaining appropriate postal permits;
 - b. Producing mailing labels;
 - c. Maintaining the Association's membership in ALA and PLA;
 - d. Attending WVLA Board meetings;
 - e. Updating and maintaining the Manual of Procedures, Bylaws, etc. and distributing them to all incoming officers or the Association.
8. Works with Editor of *WV Libraries* as needed.
9. The Executive Director provides his or her own supplies and equipment, with the exception of letterhead and envelopes, which are provided by the Association.
10. Other administrative duties as assigned by the Board of Directors.

Qualifications

Required:

- Knowledge of and/or experience with professional associations and/or other nonprofit organizations
- Organizational skills, including demonstrated attention to detail
- Ability to take initiative and be a self-starter
- Ability to efficiently schedule time and activities
- Ability to maintain effectiveness in varying environments and with varying tasks, responsibilities, or people
- Excellent oral and written communication skills
- Demonstrated computer skills
- Flexibility to travel to meetings as required by the Board of Directors
- Bondable

Desired:

- Knowledge of libraries

Salary range is \$5,000 to \$6,000 annually, payable monthly in arrears. Mileage to required board

meetings and conferences is reimbursed at State of West Virginia rates. Hotel nights for required conferences is covered by the Association.

The successful candidate will be reviewed at 6 months into the contract year by the Board of Directors (or its Executive Committee) and annually thereafter. The Executive Director will be informed if the contract will be extended into another year by the beginning of the 4th quarter of the contract year.