



## **Executive Director**

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### **Job Type**

Full-time, Exempt

The Board of Trustees of the Carol Stream Public Library is seeking an Executive Director to lead our dynamic organization. We are looking for a passionate and positive leader who can inspire others and drive momentum within the team. The ideal candidate will possess strong interpersonal skills, enabling them to connect effectively with diverse groups, including staff, community members, and stakeholders. They must be committed to building and fostering a culture of collaboration and partnership.

The candidate should have a solid understanding of library budgets, facilities, and financial management, and resource allocation. They must be comfortable addressing both staff and community members with transparency and clarity. Furthermore, they should have a deep understanding of the vital role libraries play in the community and a strong commitment to fostering inclusion, access, and connection.

The Executive Director will provide visionary leadership and operational oversight to ensure the delivery of exceptional services, programs, and resources that enrich and engage the community. This role is responsible for advancing the Library's mission through strategic planning, fiscal stewardship, and a strong commitment to innovation and public service.

### **Notable Key Responsibilities**

- Create an inclusive environment that attracts a diverse patron base. Carol Stream has a population that is diverse culturally, demographically, and socioeconomically. The library's leader should be ready, willing, and able to create an environment that is of value to all residents.
- Build relationships with community partners and stakeholders. The library values its current community and intergovernmental partnerships and seeks a candidate that will foster and grow these relationships.
- Identify trends to enhance services and facilities. Lead long-range planning to maintain the Library as a vital community resource.

### **Notable Knowledge, Skills and Abilities**

- Understanding of programs and processes that foster a positive public relations environment and strong community engagement

- Proven leadership and management experience, including the ability to lead organizational change, solve complex problems, and effectively coordinate people, programs, and processes to deliver high-quality services
- Knowledge of human resource management practices, including employment law, recruitment, staff development, performance evaluation, compensation, and organizational planning
- Comprehensive understanding of library administration, including facilities management, budgeting, financial oversight, strategic planning, receiving FOIA requests, service delivery, and alignment with community needs

## **Compensation, Benefits, and Qualifications**

### **Compensation**

The Board will offer an attractive and competitive salary commensurate with the selected candidate's qualifications and experience. The starting salary range is \$113,000 - \$140,000 DOQ, with the middle and high end reserved for candidates who meet or exceed the preferred qualifications.

### **Benefits**

The Executive Director would be enrolled in an IMRF pension plan and eligible to enroll in benefits including health plan (80% CSPL funded), dental (employee-only coverage paid for 100% by CSPL), and vision insurance; a retirement investment fund (pre-tax and Roth options), and flexible spending accounts. The Director receives life insurance coverage of 1.5 times of their salary and has an option to also enroll in supplemental life insurance. The Director receives 5 weeks of accrued Vacation annually along with 7 paid holidays, 3 Personal days, 2 Floating Holidays, and 12 days of annually accrued Sick time.

### **Qualifications**

- Master of Library Science (MLS) from an ALA-accredited university
- A minimum of five years of experience in an administrative capacity as a Library Director or Assistant Library Director, preferably in a public library.
- Strong background in facility management
- Proven ability to build and sustain relationships with external stakeholders, including donors, government officials, and community groups.

### **To Apply**

We are looking for the best candidate for the job, regardless of their background. The Library will consider equivalent combinations of knowledge, skills, education, and experience. If you're interested, please think broadly about your qualifications.

Submit your resume, cover letter, and contact information for three professional references to [directorcandidates@stackscg.com](mailto:directorcandidates@stackscg.com), including "CAROL STREAM" in the subject line. Applications received by **May 4th** will receive priority.

The Carol Stream Public Library is committed to equity and inclusion and encourages candidates who share these values to apply. For more information about the position and application process, contact Search Manager Suzy Antell at [antell@stackscg.com](mailto:antell@stackscg.com).