

**Executive Director of the Lloyd Library  
Cincinnati, Ohio  
Position Description**

**Organization:** Founded in 1898 by the Lloyd brothers, John Uri, Curtis Gates, and Nelson Ashley, principals of the Lloyd Brothers, Inc., Pharmacists, the Lloyd Library's mission is "to collect and maintain a library on botanical, medical, pharmaceutical, and scientific books and periodicals and works of allied sciences that serve the scientific research community, as well as constituents of the general public, through library services and programming that bring science, art, and history to life." A private trust was established in 1917 to assure that the library would continue to fulfill its mission into the future. The Library's operations are still supported by that trust and today it is recognized worldwide by the scientific community and others as a vital independent research center. Housing hundreds of thousands of monographs and serials on the subjects of pharmacy, botany, horticulture, herbal and alternative medicines, natural products, homeopathy, and eclectic medicine, the Library boasts a vast collection of scientific texts—from the most current works to those that date back to 1493, its earliest printed work. The Lloyd's various collections (books, archives, and artifacts) make up what could be considered a disciplinary history center for the natural health movement. Its archival collections include the papers of John Uri Lloyd, Curtis Gates Lloyd, Lloyd Brothers, Pharmacists, Inc., and the Eclectic Medical College of Cincinnati, as well as the papers of professional natural product scientists and herbalists. The collections also include thousands of artifacts from early pharmaceutical equipment to recent original artwork by medical illustrators, as well as photographs dating from the 19<sup>th</sup> century and Lloyd family memorabilia.

**Position description:** The Executive Director [ED] is responsible for the administration and direction of a broad range of independent research library functions. This is a full-time management position providing leadership and guidance for the Library. Broadly, the position is responsible for all managerial aspects of an independent research library and for the provision of library services to historians, scientists, artists, and other professionals, as well as the general public. The ED serves as staff team leader and is responsible for oversight of all matters dealing with bibliographic control, collection care and management, internal policies and procedures, patron services, and physical maintenance of the building and its contents.

Of equal importance, the ED also serves as the chief public relations officer and advocate for the Library and its services to the general public. This includes the development of robust and creative programming, engaging exhibits, publications, and educational activities for a variety of affinity and academic groups. An activity of particular note where the ED will have a leadership role is the Lloyd's successful Fellowship Program. The role of library promoter will also include intentional and consistent outreach to researchers and collaboration with aligned organizations -- all with the

goal of raising the library's visibility (locally, regionally, nationally, and internationally) and increasing collections usage.

The position requires the ED to have thorough knowledge, skill, and ability in every phase of research librarianship as well as a fundamental knowledge of managing a non-profit organization.

**Supervision Received:** The ED works under the administrative direction of the Lloyd Library Board of Directors and serves at its discretion. The ED reports directly to the President of the Board and works in conjunction with the President to develop goals and objectives as well as to create the annual budget for the library. The ED is responsible for presenting an annual report to the Board of Directors containing information on all aspects of library management, including financial and facility administration, results of staff performance, and internal and external activities.

### **Duties and Responsibilities:**

#### Administration and Management

- Drafts and recommends policy to the Library Board
- Plans and recommends goals and objectives for the library and staff
- Manages all fiscal aspects of the library within approved budgets. ED develops and submits the annual budget to the President by the end of each December for consideration at the annual Board meeting held in the first quarter of following year
- Maintains appropriate patron services
- Manages all functions necessary and incident to the operation of the Lloyd in an efficient and cost-effective manner
- Responsible for preparing and presenting a full, written annual report to the Board of Directors
- Provides staff support to the Board of Directors by assisting with meetings, preparing reports, and implementing policy decided by the Board
- Directs and controls the expenditure of library fund allocations within the constraints of approved budgets
- Prepares various kinds of statistical reports on finances and library activities as needed
- Responsible for the maintenance of the library facility and equipment

#### Personnel

- Direct, supervise, encourage, and support the work of library staff, monitoring their duties and performance with respect to reference, cataloging, organization and description of archives and artifacts, and office management
- Conducts regular employee performance evaluations

- Fosters a respectful, creative, team-based, and entrepreneurial working environment, while maintaining an atmosphere conducive to learning, productivity, and job satisfaction for all staff
- Confers with staff, Board members, and other colleagues and community groups in the development of programming and exhibits

### Collection Development

- In consultation with staff, approves the purchase and acquisition of books and materials (including archival collections) in keeping with the collection development policies of the library in a cost effective and efficient manner and within the approved annual budget
- Responsible for the protection and preservation of the collection
- Responsible for oversight of all activities pertaining to the development and maintenance of collections

### Professional Responsibilities

- The ED shall be a tireless advocate for the Lloyd, promoting and representing the library in a responsible, appropriate, and effective manner. This will include representing the library at local, regional, and national association or organization meetings and/or committees
- The ED shall not engage in any activity deemed a conflict of interest to the library. Examples of conflicting interests include private business associations with and/or personal financial obligations and business affiliations with rare book dealers, book fair operators, computer hardware/software vendors, private collectors, or other institutions dealing in the Lloyd's collections and interest areas

### **Knowledge, Skills and Abilities:**

- Thorough knowledge of principles and practices of the functions, administration, and activities of special, academic, or independent research libraries
- Proven ability to work with and manage professionals of diverse expertise
- Excellent oral and written communications—articulate and persuasive
- Ability to make decisions in an environment of limited resources
- Ability to establish and maintain effective working relationships with Board members, staff, associates, donors, researchers, and the general public
- Attitude of encouraging a positive and collaborative work environment where quality employees are attracted and retained

### **Required Qualifications:**

- An MLS from an ALA accredited College with at least five years professional experience in a special, academic, or independent research library; OR,
- An MA or MS in history or other subject area held in the Lloyd's collections with at least

five years professional experience in a special, academic, or independent research library, or in a historical society or cultural heritage institution

- A successful record of supervisory or management experience with a commitment to mentoring, training, and staff development
- Self-starter with excellent management, communications, and interpersonal skills as well as demonstrated leadership skills
- Demonstrated ability to relate to patrons and staff of all ages and backgrounds
- Ability to build consensus and promote a collaborative work environment, while planning and coordinating the work of staff
- Strong organizational skills
- Demonstrates good judgment, creativity, flexibility, integrity, and enthusiasm
- Emotionally mature, resourceful, empathic, and responsive; genuine regardless of audience or agenda
- Ability to exercise leadership and create a motivational environment
- Ability to establish effective working relationships with other cultural heritage and community organizations

**Preferred Qualifications:**

- MS in Management or an MBA considered a plus
- Experience in non-profit organizational management
- Experience in budgeting, financial management, and facilities management
- Experience with fundraising, implementing and directing new programs, cultivating donors, and grant writing
- Experience overseeing expansion projects and programming for a library or cultural heritage organization

**Compensation:**

- Salary Range: \$85,000--\$105,000
- Compensation will be based on experience and demonstrated expertise.

**How to Apply:**

- Applications will be accepted through November 12, 2016. Please submit a cover letter and resume to [resumes@lloydlibrary.org](mailto:resumes@lloydlibrary.org).