

Quincy Public Library
Executive Director Search - Job Description
January, 2026

Title: Executive Director | Quincy Public Library

Reports to: Quincy Public Library Board of Directors

Position Status: Full-time, exempt

Compensation: \$90,000 - \$100,000

Position Summary

Quincy Public Library (QPL) in Quincy, Illinois is searching for a new Executive Director to lead our 138-year old Library as we navigate a potential transition to a district library model, integrate our new mobile library into our range of services, and continue to serve our community by providing access to books, materials, programming, and a range of other services to assist our patrons to meet lifelong learning, cultural, and recreational needs.

Essential Duties & Responsibilities

- Organizational Leadership
 - Develop and steward a culture that centers community members and library patrons
 - Build alignment across the organization to further strategic goals
 - Make effective, evidenced-based, timely decisions and communicate decisions clearly
 - Anticipate change and be ready to make necessary adaptations
- Board Relations
 - Report regularly to the nine-member Board of Directors (BOD) on QPL's finances, organization, operations, collections, administration, challenges, and obstacles
 - Advise the BOD on policies, procedures, and all facets of the library's operations
 - Work with the BOD on establishing and implementing a long-range strategic plan
 - Attend all board and committee meetings in an *ex officio* capacity
 - Prepare meeting agendas in cooperation with the president and committee chairs
 - Facilitate and promote the continuing education of board members (i.e. confidentiality of library records, open meetings law, Fair Labor Standards Act)
 - Seek and accept ideas, suggestions, and feedback from the BOD
 - Provide orientation to all newly appointed board members
 - Understand the role of the Executive Director and the BOD in creating and implementing policy

- Fulfill executive and administrative responsibilities for Quincy Public Library Foundation (QPL's 501c3 organization) and the Townships of Quincy Area Public Library District
- Library Services
 - Create a vision that keeps the library innovative and on the cutting edge in collections, services, and programming
 - Supervise library functions of collections, circulation, reference, and programming
 - Implement the policies of the library as adopted by the BOD
 - Suggest and implement plans for extending the library's services
 - Oversee the selection, purchasing, processing, maintenance, and deselection of all books, periodicals, audio visual, and other library materials in accordance with board approved policy
 - Serve the interests and needs of all library users by keeping current on new materials through professional literature and by knowing the public using the library
- Personnel Management & Development
 - Direct the recruitment, selection, and supervision of staff
 - Coordinate the training and annual evaluation of all personnel
 - Create staff development plans and retention initiatives while making sure sufficient resources are allocated within the annual budget
 - Work closely with department leads, delegating responsibilities as appropriate
 - Inspire staff to do their best work by acting as a supporter and motivator
 - Analyze staff functioning periodically with the objective of combining, eliminating, and/or creating new positions
 - Follow a planned orientation plan for new employees which includes (but is not limited to) the mission, long range goals, policies, and services of the library, and job responsibilities
 - Make job assignments and schedule hours and vacations for staff
 - Address performance issues and take actions necessary to correct problems with staff in a direct and fair manner
- Reports, & Statistics
 - Prepare regular reports summarizing the library's progress, statistics, and future needs; prepare reports monthly for the Library Board and as needed for other agencies
- Financial Stewardship
 - Oversee all financial activities including budget management, cash flow, report preparation, audits, and internal controls
 - Monitor the performance of investments portfolios

- Ensure that library funds are spent appropriately, in the best interests of the library and its patrons
 - Provide the Board accurate, understandable information about the financial status of the library through monthly financial statements
 - Make well-supported budgeting recommendations to the Board
- Facilities Management
 - Supervise the care, maintenance, appearance, and security of the library building and property
 - Keep the BOD apprised of facility concerns and special projects
- Communications & Public Relations
 - Implement an active program of public relations to advocate for the library's interests
 - Serve as the face of the library in the community and be accessible to patrons, community officials, and media
 - Build relationships with the City of Quincy Administration, Quincy City Council, residents, and local media, as well as with civic and business groups
 - Communicate and coordinate with the Friends of the Library
 - Communicate with patrons and the general public the value of the QPL and its contributions to the educational, cultural, and recreational needs of our citizens, and to the economic development of Quincy and the surrounding communities
 - Encourage and promote staff involvement in community activities

Qualifications

- Master's Degree in Library and Information Science (MLIS) from an ALA-accredited program or the equivalent knowledge and experience
- A minimum of five (5) years of progressively responsible professional library work, including supervisory or administrative duties
- Demonstrated leadership ability, sound judgment, and excellent communication and interpersonal skills
- Proven experience in budget preparation, staff management, and public service
- Leadership or familiarity with labor unions
- Knowledge of both home rule and district library models
- Proficiency in current technologies and an understanding of emerging trends in librarianship
- All offers of employment are contingent upon satisfactory completion of a background check

Benefits

- Health, dental, vision, and life insurance
- Flexible spending account

- Paid time off (vacation, sick leave, and holidays)
- Illinois Municipal Retirement Fund (IMRF) participation
- Tuition reimbursement
- Professional development opportunities

Living in Quincy, IL offers a comfortable, small-town lifestyle with big perks. The cost of living is lower than the national average, making housing and everyday expenses more affordable. Residents enjoy a strong sense of community, historic charm, incredible parks, plentiful arts opportunities, and easy access to the Mississippi River. Learn more about our community by visiting <https://www.quincyscalling.com/>.

How to apply

To apply, please email your cover letter and resume to:

Executive Director Search Committee

qplboard@proton.me

Applications will be accepted until March 1st, 2026 at 5 pm.

Quincy Public Library is committed to equal employment opportunity and will abide by all applicable state and federal regulations by not discriminating against any applicant or employee on the basis of race, religion, color, creed, sex, age, national origin, marital status, sexual orientation, gender identity and expression, disability, veteran status, or any other protected characteristic.

Please inform us of any necessary accommodation required during the application process and/or at any time during employment.