

Executive Director
Association of Specialized and Cooperative Library Agencies (ASCLA) and
Reference and User Services Association (RUSA)

American Library Association
Chicago, IL

Application Process

In addition to sending in your resume, candidates should include a cover letter outlining the strategic value that they will bring to ALA and ASCLA/RUSA, drawing upon past successes and experience.

Apply online <http://www.ala.org/aboutala/contactus/workatala> including your cover letter, resume and salary expectations,

(Additional documents are uploaded on the **same screen** as the resume)

OR

Send your cover letter, resume and salary expectations to:

American Library Association
Human Resources Department
Dan Hoppe – Director, HR
Ref: ASCLA/RUSA Exec Dir.
50 E. Huron Street
Chicago, IL 60611
dhoppe@ala.org

The American Library Association is an equal opportunity employer:
Minority/Female/Disability/Veteran

Job Description:

The Association of Specialized and Cooperative Library Agencies and the Reference and User Services Association, divisions of The American Library Association, with a combined membership of over 4,000, are seeking an Executive Director.

- RUSA seeks to stimulate and support excellence in delivery of general library services and materials to adults, and the provision of reference and information services, collection development, and resource sharing for all ages, in every type of library. RUSA publishes a quarterly journal (*RUSQ*).
- ASCLA enhances the development and effectiveness of a diverse range of library services through state library agencies, multitype library cooperatives, independent librarians, and specialized library agencies serving the information needs of persons whose access to library services is limited because of confinement, sensory, mental, physical, health, or behavioral conditions.

The ASCLA/RUSA Executive Director is responsible for day-to-day management of each division, including a staff of three and a combined budget in excess of \$500,000, publications (including a referred journal and a newsletter), several major awards, and other initiatives and programs. The ASCLA/RUSA Executive Director advocates for the mission of each of those divisions within ALA, as well as externally.

The ASCLA/RUSA Executive Director reports to the ALA Senior Associate Executive Director and works with two elected Boards of Directors. The ASCLA - RUSA Executive Director works collaboratively with staff and members in all areas of the Association. The ASCLA/RUSA Executive Director is part of the ALA Member Programs and Services Team, which includes executive directors of eleven ALA divisions, as well as directors of ALA program offices, ALA Conference Services and ALA Information Technology and Telecommunications, and the ALA-APA Director.

Starting Salary: Negotiable from \$95,000, based on experience. ALA offers a comprehensive and valuable benefits package that includes generous paid vacation and retirement annuity.

Desired Experience:

- Management experience in an association environment is strongly preferred;
- Supervision of staff and work with teams;
- Outstanding communication skills;
- Demonstrated effectiveness in using social media to communicate, engage others and build support;
- Experienced in managing web based training;
- Strong organizational skills;
- Ability to effectively manage time despite multiple requests with competing deadlines
- Experience working with volunteer boards and managing revenue-based budgets
- Entrepreneurial skills and history; and
- The ability to simultaneously develop and maintain effective working relationships with two elected Boards of Directors, members and volunteers, staff and colleagues, funders, vendors and cooperating organizations.

Education:

College degree required, MLIS or other graduate-level degree is preferred

About ALA

The American Library Association (ALA), the oldest, largest and most influential library association in the world.

Founded on October 6, 1876 during the Centennial Exposition in Philadelphia, the mission of ALA is “to provide leadership for the development, promotion and improvement of library and information services and the profession of librarianship to enhance learning and ensure access to information for all.” ALA is a membership association comprised of over 58,000 librarians, trustees, friends of libraries, and others.