

EXECUTIVE DIRECTOR



DAYTON METRO
LIBRARY



**Organizational
Architecture**

Search services provided by:

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THE OPPORTUNITY

The **Dayton Metro Library** in Dayton, Ohio [DML] is seeking a forward-thinking and collaborative leader to serve as its next **Executive Director**.

DML has retained Organizational Architecture, Inc. to assist with this search.

ABOUT DML

Founded in 1888, Dayton Metro Library has a long tradition of adapting to meet the changing needs of its diverse community.

Today, the library includes 18 locations serving communities throughout Montgomery County.

The library recently completed a transformative, systemwide facilities improvement initiative that renovated, expanded, or replaced locations with modern, welcoming spaces designed for learning, collaboration, creativity, and community connection.

Dayton Metro Library offers extensive print and digital collections and services for patrons of all ages and stages of life.

Learn more [here](#).

THE DAYTON COMMUNITY

Located in southwestern Ohio, Dayton and the surrounding Montgomery County area offer an appealing combination of metropolitan amenities, distinctive neighborhoods, suburban communities, affordability, and Midwestern hospitality. The region is known for its diversity, resilience, and “big-city/small-town” feel.

Known as the “Birthplace of Aviation,” Dayton has a proud history of innovation associated with the Wright brothers and is home to the National Museum of the United States Air Force, Carillon Historical Park, and the Dayton Aviation Heritage National Historical Park.

It also features a vibrant arts and cultural scene, including the Dayton Art Institute, Dayton Ballet, Dayton Contemporary Dance Company, Dayton Opera, Dayton Philharmonic Orchestra, and numerous theaters, galleries, festivals, and historic districts.

Residents also enjoy an extensive network of parks, rivers, trails, and outdoor recreation, as well as colleges and universities, major healthcare institutions, and a diverse economy shaped by aerospace, defense, education, healthcare, manufacturing, and technology. Situated at the intersection of Interstates 70 and 75 and within easy reach of Cincinnati and Columbus, the Dayton area is a welcoming and well-connected place to live, work, and build lasting community ties.

To learn more, visit [**Destination Dayton.**](#)

DML AT-A-GLANCE

Mission	Dayton Metro Library will work to Inform, Inspire and Empower the community.
Strategic Plan	Focused for Impact 2025-2030 • KNOW: Enhance the community's quality of life. • LEARN: Maximize youth opportunities for learning. • CONNECT: Extend impact through engagement and communication. • TRUST: Strengthen human, physical, and financial assets. • BRIDGE: Build equity in the community through Library services and policies. Access the strategic plan here.
Staff	Total headcount is 362 staff, which includes 267 full-time staff and 95 part-time staff.
Board	Dayton Metro Library has a seven-member Board of Trustees, appointed by county commissioners and judges.
System	The Dayton Metro Library system is comprised of one Main branch, sixteen neighborhood branches, an operations center, and a bookmobile.
Budget	The operating budget for 2026 is \$45,300,000.
Friends	The Friends of the Library supports the Dayton Metro Library system through its annual book sale fundraising and programming assistance.
Foundation	The DML Foundation was established to enhance the Library's excellence. The Foundation Directors have committed to raising the necessary funding to expand the Library's strategic partnerships and facilitate nimble responses to community needs.
Impact	In 2025, the Dayton Metro Library • Served a population of 452,238 • Welcomed nearly 366,000 patrons • Circulated over 5,000,000 materials • Hosted nearly 13,000 programs with over 256,000 attendees

THE ROLE

Executive Director



SUMMARY

The Executive Director serves as the chief executive officer of the Dayton Metro Library on behalf of the Board of Library Trustees and under its review and direction.

The Executive Director provides visionary and strategic leadership in advancing the Library's mission, goals, and strategic priorities; formulates strategies and policy recommendations; advances equitable access to library services; fosters community partnerships; promotes organizational excellence; and responsibly stewards the Library's financial and human resources.

The Executive Director serves as Clerk-Treasurer to the Board of Library Trustees and ensures compliance with applicable fiscal, legal, and regulatory requirements.

RESPONSIBILITIES AND EXPECTATIONS

Supervisory responsibilities

- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Performs responsibilities that include interviewing, hiring, and training employees, planning, assigning, and directing work, appraising performance, rewarding and disciplining employees, addressing complaints, and resolving problems.

Building management

- Develops and coordinates programs for new and revised services and facilities to meet the changing needs of the Library.
- Prepares building programs and works closely with architects, engineers, and contractors in order to ensure compliance with the program.

Community engagement

- Promotes support of the Library through regular contacts with local, state, and national elected and appointed officials and other community leaders on issues relating to the Library.
- Actively participates in a variety of community organizations and activities and in state and national library associations.
- Builds relationships with community partners, philanthropic organizations, businesses, educational institutions, and government leaders.
- Represents the Library as its chief spokesperson.

Fiscal operations

- Appraises the organization's financial position and recommends strategies to the Board for achieving financial stability, liquidity, and growth.
- Directs and analyzes studies of general economic, business, and financial conditions and their impact on the organization's policies and operations.
- Plans, organizes, and directs ongoing and special funding programs.
- Oversees and directs treasury, budgeting, audit, tax, accounting, purchasing, real estate, long-range forecasting, and insurance activities for the organization.
- Analyzes departmental budget requests in the preparation of a budget for submission to the Board of Library Trustees based on the needs of the system.
- Presents budget needs, with appropriate justification, to the County Budget Commission.
- Approves and certifies all expenditures of funds in accordance with the Appropriation Resolution approved by the Board of Library Trustees.

RESPONSIBILITIES AND EXPECTATIONS

Personnel management

- Plans, organizes, staffs, and directs the Library based on a Board-approved strategic plan, available resources, and in accordance with the Ohio Revised Code.
- Develops staff appropriate to the Mission and Goals of the Library. Recommends personnel actions to the Board of Trustees.
- Ensures free and open communication at all levels of the Library organization.
- Cultivates a culture of belonging, accountability, and excellent customer service.

Policies and procedures

- Submits recommendations on library policies, services, and fiscal activities to the Board.
- Approves programs, services, and procedures developed by staff to meet Board-approved goals and objectives.

Programming

- Interprets the library needs of the community and implements services and programs and provides library materials to meet those needs.

Strategic planning

- Leads implementation of the strategic plan and evaluates organizational progress.
- Champions innovation and continuous improvement across the organization.
- Leads organizational change and manages major initiatives.

Other job duties

- Maintains currency in all aspects of librarianship.



EDUCATION AND EXPERIENCE

- A Master's degree is required; a Master's degree in Library and Information Science [MLIS] is preferred.
- Ten or more years of relevant career experience with at least seven years of supervisory experience is required.
- Experience managing multiple work locations and a distributed workforce is required.
- Experience leading new projects and diverse teams to enhance collections, programs, services, facilities, and staff is required.
- Experience providing financial oversight and managing budgets in alignment with organizational goals is required. Experience with levy campaigns is highly preferred.
- Experience in effective community engagement, collaboration, and advocacy [i.e., working and partnering closely with civic/community partners, local businesses, government officials, and other key stakeholders] is required.
- Exceptional communication and interpersonal skills, including the ability to engage, build consensus, and engender trust with internal and external audiences, are required.
- Ability to strengthen organizational stability and to focus the Library's strategic direction is required.
- Proven change management skills are required.
- Successful completion of a criminal background check, professional reference checks, education verification, and other pre-employment checks is required.





THE SUCCESSFUL CANDIDATE WILL DEMONSTRATE THESE QUALITIES AND BEHAVIORS

- Builds trust through integrity
- Commitment
- Delivers high-impact services
- Delivers results through others
- Develops self
- Develops team members
- Ensures equity, diversity, and inclusion for all
- Innovation
- Mutual respect
- Teamwork



COMPENSATION AND BENEFITS

A generous compensation package includes a starting pay range of **\$163,000 to \$217,000**; earned time-off allowances; medical, dental, vision, and life insurance. Retirement benefits include participation in the Ohio Public Employees Retirement System [OPERS].



BENEFITS INCLUDE

- Paid vacation
- Paid holidays
- Sick leave
- Professional association dues
- OPERS and Deferred Compensation Plan
- A solid commitment to continued professional development

INTERESTED? GET IN TOUCH

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