



## Chief Administrative Officer

The St. Charles City-County Library is seeking an outstanding leader to be our next Chief Administrative Officer (CAO). As the Library's second-in-command, this position is responsible for strategic and functional oversight of the day-to-day operations of the Library and is a key partner to the Library's Chief Executive Officer (CEO).

The ideal candidate will be a demonstrated leader of middle and upper managers with experience in a complex multi-location organization. They will have a record of effectively leading and managing large-scale projects and change initiatives, building consensus when necessary and driving decisions when appropriate. They will be adept at cultivating a culture with an expectation of high-performance, accountability, assessment, and continuous improvement. For more details about the opportunity and how to apply, visit [SCCCL CAO Opportunity](#)

Salary range for the position is \$95,294 - \$139,942 with starting salary dependent on experience and qualifications. The Library offers a generous benefits package that includes medical, dental, and vision insurance, 457 deferred compensation plan with certain contributions matched by the Library, and participation in the Missouri LAGERS pension system with contributions paid by the Library.

A full job description is below:

The St. Charles City-County Library is committed to diversity and inclusion. The Library provides equal employment opportunities to all applicants without regard to race, color, religion, sex, gender identity, national origin, sexual orientation, age, disability, or military status.

12/3/21- 12/31/21

**Description Number:** 301  
**Position Title:** Chief Administrative Officer  
**Salary Grade:** 30  
**FLSA Classification:** Exempt  
**Reports To:** Chief Executive Officer (CEO)  
**Revision Date:** 11/30/2021

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### **Position Summary**

The Chief Administrative Officer is responsible for strategic and functional oversight of the day-to-day operations of the Library and is the organization's second-in-command.

### **Essential Functions**

1. Partner with the Chief Executive Officer (CEO) in all internal leadership activities and ensure decisions are executed successfully. Assume duties of CEO in their absence.
2. Ensure the Library's operations are efficient and sustainable and that resource allocation is aligned with the Library's strategic goals and priorities.
3. Promote a culture and expectation of high performance, accountability, and continuous improvement throughout the Library.
4. Oversee the management and implementation of large-scale, complex projects and initiatives of significant impact to the Library.
5. Directly supervise upper-level leaders including hiring, coaching, planning and assigning work, setting measurable goals, evaluating performance, and administering discipline.
6. Participate in the overall administration of the Library as part of its Leadership Team, and as a top-level executive, readily assume responsibility for high-impact decisions of the most critical nature to the Library's performance and organizational health.

### **Duties**

1. Establish key performance metrics for operations and initiatives, analyze associated data, and ensure goals are met or corrective action is taken. Ensure an expectation of measurement and analysis is part of all new and ongoing initiatives.
2. Review on an ongoing basis systems and processes to ensure continual improvement and adherence to best practices.
3. Lead, prepare, empower, delegate, and evaluate the work of direct reports to ensure they are significantly contributing to the Library's success and are accountable for the performance of their teams.

4. Act as project manager for significant organizational change initiatives and projects, ensuring timely and effective implementation.
5. Exercise the ability to build consensus when necessary and to drive decisions when appropriate. Clearly and directly communicate decisions.
6. Develop staffing strategies to ensure the Library's workforce is of the highest quality and that personnel resources are allocated strategically and efficiently.
7. Display sound professional judgement at all times.
8. Regularly deliver reports to and interact with the Library's Board of Trustees.

### **Education and Experience**

Master's degree in relevant field, minimum eight years of progressively responsible professional experience with significant leadership experience in a complex, multi-location organization, experience supervising middle- or upper- level managers, or any equivalent combination of education, training, and experience that provides the skills and background necessary to perform the essential functions and duties of the position.

The job description is not intended to be all-inclusive. Employees may perform other related duties as required to meet the ongoing needs of the Library.