Now accepting applications

Chief Administrative Officer

St. Charles City-County Library
Chief Administrative Officer

The Opportunity

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.

Essential Functions

• Partner with the CEO in all internal leadership activities and ensure decisions are executed successfully. Assume duties of CEO in their absence.

• Ensure the Library’s operations are efficient and sustainable and that resource allocation is aligned with the Library’s strategic goals and priorities.

• Promote a culture and expectation of high performance, accountability, and continuous improvement throughout the Library.

• Oversee the management and implementation of large-scale, complex projects and initiatives of significant impact to the Library.

• Directly supervise upper-level leaders including hiring, coaching, planning and assigning work, setting measurable goals, evaluating performance, and administering discipline.

• 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.
Qualifications

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.

Compensation

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.

To Apply

To be considered please submit your resume and a letter of interest addressing how you are the ideal candidate by Friday, December 31, 2021. Please send application materials electronically to hr@stchlibrary.org.

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.

To learn more about the St. Charles City-County Library visit our website www.mylibrary.org.
The St. Charles City-County Library District was established on August 1, 1973 when the Kathryn Linnemann Library of St. Charles merged with the St. Charles County Library District. It is governed by a nine member board of trustees. Today, eleven library branches serve residents throughout St. Charles County.

**Mission**
The Library inspires, informs, and enhances connections across St. Charles County.

**Vision**
The St. Charles City-County Library is a catalyst for customers to build successful lives, families, and communities.

**Values**
- We offer superior customer experiences
- We encourage learning and discovery
- We are inclusive and provide access to all
- We cultivate collaboration and innovation
- We believe in the freedom to know
- We respect diverse perspectives
- We foster a positive work environment
- We are committed to integrity and wise stewardship of resources

**Funding**
The St. Charles City-County Library is funded primarily by property taxes. The Fiscal Year 2022 budget is just over $20,000,000. The FY22 tax rate, set by the Board of Trustees in September of 2021, is $0.1908 per $100 of assessed value.
St. Charles County, Missouri - A Great Place to Live and Work

The St. Charles City-County Library District is a Kaleidoscope of Discovery. Located in the Greater St. Louis area, approximately 30 miles northwest of downtown St. Louis, St. Charles County offers the culture and amenities of a big city while giving residents the convenience of a suburban center.

St. Charles County, Missouri, founded in 1812, is one of the fastest growing counties in Missouri. With a population of over 400,000, it is the state’s third largest county. Recent publications have named the area one of the best places to live in America, with Money magazine (Sept, 2019) citing its low crime, good public schools, and modest housing prices.

Learn More About St. Charles County

Main Street St. Charles

Early explorers and pioneers made St. Charles their place of choice for shopping in the 19th century. Today, you can walk those same brick-lined streets, along the Nationally Registered Historic District, and shop in those same buildings. Whether you’re looking for the perfect gift or just want to treat yourself to something special, there’s something on Main Street to suit every taste.

A Park for Everyone

St. Charles County is home to 17 scenic county parks encompassing nearly 4,000 acres with additional land under development and more in reserve for future development. From historic homesteads to a youth skate park; from camping, hiking, biking, and fishing to weddings and educational classrooms, there’s something for everyone in St. Charles County Parks.

Katy Trail State Park

The Katy Trail State Park, built on the former corridor of the Missouri-Kansas-Texas Railroad (MKT or Katy), is 240 miles long. Whether you are a bicyclist, walker, equestrian, nature lover or history buff, the trail offers opportunities for recreation, a place to enjoy nature and an avenue to discover the past.

August A. Busch Memorial Conservation Area

The August A. Busch Memorial Conservation Area was purchased by the Missouri Department of Conservation in 1947 from the federal government. Walk the hiking trails, drive the auto tour, photograph the wildlife, or simply sit under a tree and enjoy the sights and sounds of the outdoors.

Missouri Wine Country

Travel the two-lane roads into the southwest corner of St. Charles County and you’ll arrive at a place where history, nature, art, and award-winning wine all come together to create a treasured destination. Historic Missouri Wine Country.