

St. Louis County Library **Position Opportunity**



St. Louis County **Library**



Chief Administrative Officer

The St. Louis County Library District seeks an experienced leader to serve in the newly created role of Chief Administrative Officer (CAO). This senior-level, mission-aligned leader will partner closely with the CEO and other senior administrators to oversee several core administrative functions, including Facility Management, New Construction, IT, HR and Security. The CAO will focus on strengthening internal systems, cross-department coordination, and addressing challenges proactively. The ideal candidate will be a strong operational leader and collaborator who is highly organized, and brings clarity, consistency, and reliable follow-through.

Key Competencies

The successful candidate will be collaborative and team oriented, highly organized and attentive to detail, experienced in managing complex projects, skilled in executing strategic initiatives, an effective communicator across audiences, comfortable making decisions in a fast-paced environment, deeply committed to customer service and mission impact. Strong internal leadership, sound judgement, and a steady presence will be essential to this role.

Preferred Background

Candidates should bring a record of success managing multiple departments or functions. A Bachelor's Degree and 5-10 years of management experience is required. Experience in large, complex, mission-driven institutions such as higher education, hospitals, large nonprofits, public systems or government functions is preferred. Library experience is not required.



CLINK FAMILY BRANCH

About the Library

MISSION: The St. Louis County Library District provides the resources and services to enrich individual minds, enhance lives and expand perspectives.

HISTORY: Established in 1947, the St. Louis County Library system includes 20 branches and serves over half a million cardholders. It is the busiest library system in Missouri and among the top circulating libraries in the country. The Library serves as a vital resource for the St. Louis region by offering meaningful community resources. In addition to promoting literacy and lifelong learning, current services include social workers, a variety of eMedia resources, notary services, small business assistance, help for job seekers, story times, STEM programming, a popular author event series, reading clubs, summer camps for teens and a full genealogy department to name just a few.

St. Louis County Library Strategic Plan 2023-2026

FOCUS

Literacy | Community | Impact

VALUES

Customer Service Excellence: Committed to being the best at what we do

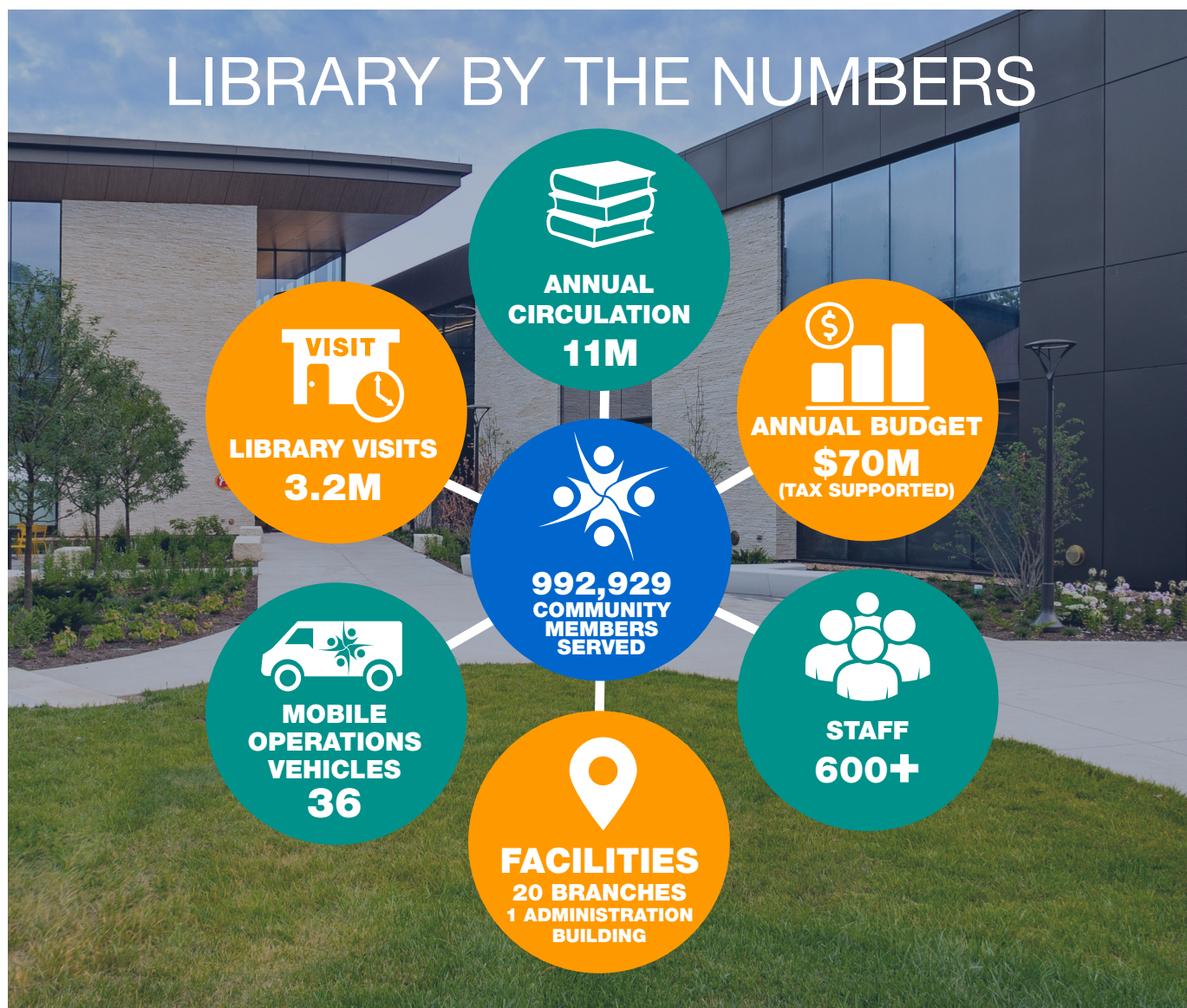
Lifelong Learning: Creating access to experiences and ideas

Youth Empowerment: Supporting children and their development

Community Engagement: Building and maintaining relationships

Integrity: Honoring the public's trust through wise stewardship

LIBRARY BY THE NUMBERS





Governance

The Library is governed by a five-member Board of Trustees appointed by the County Executive.

Recognition

St. Louis County Library has been recognized with several honors, including: the Jerry Kline Community Impact Prize in 2025, Top Workplace for the last 12 years, 2022 winner of a National Medal for Museum & Library Service, and the 2022 Missouri Library of the Year.

The Library has renovated or replaced 21 buildings in the last 10 years and is beginning to revisit that construction with an eye to additional upgrades. Recent capital projects include the award-winning Clark Family Branch in Ladue and the Lynn Beckwith Jr. Administrative Building.

Compensation & Benefits

The position's starting salary is \$165,000–\$180,000. Benefits are excellent with medical insurance coverage, a 403B retirement match, generous paid time off and a Library-funded pension plan. With over 600 employees located across the system, the Library stays connected through a dynamic intranet platform that supports collaboration and ensures employees remain engaged and informed while offering programs, rewards, and recognition activities to increase employee engagement. The St. Louis County Library District is an equal opportunity employer.

How to Apply

EMD Consulting Group is a proud partner with St. Louis County Library on this search. We support nonprofit organizations, helping them to build organizational strength and to thrive. To apply please submit your resume and a cover letter to

search@emdconsulting.com by July 30.