

BROWN COUNTY LIBRARY POSITION DESCRIPTION

Position Title: Executive Director

Location: Central Library – Administration

Reports To: Brown County Library Board

Department: LIBRARY

JOB SUMMARY:

The Library Director serves as the Chief Executive Officer for the Brown County Consolidated Library System, and provides vision and leadership for the quality of library services to the Brown County community. The Director reports to the Library Board and is responsible for strategic planning and administration of the county library system. The Director works collaboratively with county departments, county board, municipalities, friends group and area agencies to carry out the library mission, which is: providing trusted information and resources to connect people, ideas and community. The Director has management responsibility for approximately 90 full time equivalent employees and a \$7 million operating budget. The Library Director is expected to seek additional funding through grants and fund raising to supplement the base budget.

ESSENTIAL RESPONSIBILITIES:

Leadership

- Uphold the Library’s vision and values and champion the library strategic plan toward providing the best library and learning technology services for Brown county residents.
- Assess progress on goals including impact and provide regular reports to Library Board and Library staff.
- Build effective relationships with Library Board and key constituents, including County Executive, County Board, county department heads, Friends of Brown County Library, key business leaders, area schools, and other appropriate agencies.
- Make effective use of resources to ensure that all areas of the library are carrying out the vision, values and mission of the library.
- Supervise and develop administrative team and provide leadership for library-wide talent development.
- Provide leadership on emerging technologies that enhance library and information services to the Brown County community, and improve efficiency and effectiveness in service delivery.
- Foster a culture of commitment to quality customer service and best business practices.

Human Resource Management

- Hire, supervise, coordinate and evaluate the work of administrative team and develop their potential. Guides the administrative team in supervising, evaluating and developing their teams to provide high quality, customer oriented performance.
- Foster a work environment that encourages team management, individual growth and development, initiative, friendliness, creativity, and responsiveness to ensure quality customer service.
- Provide necessary education, training and staff development opportunities.

Facilities Management

- Provide oversight on maintenance operations, safety and security of library facilities, and rental and lease agreements.
- Provide oversight on space planning, library construction, renovations, lease negotiations, and site location.

Marketing

- Maintain an effective press and media presence.
- Promote the ideals and objectives of the Brown County Library System to internal and external publics.

Financial Management

- Plan the annual budget and controls expenses for the department; enforces cost control measures, eliminates redundant systems, and establishes and implements departmental cost measurements to ensure compliance with budget limitations.
- Direct and monitor the writing of grants and proposals for funding from local, state and federal government sources, corporate, foundation or public sources; develops and implements system-wide fund raising and solicits donations.

County Relations

- Represent and promote the Library at various functions such as, making speeches at civic and business associations, meeting with influential persons within the community, developers, officials, and citizens to establish goodwill and positive attitudes.
- Represent the interest of Brown County to the Nicolet Federated Library System and Board of Directors; negotiate resource library contract, recommend policies and service, participates in advisory meetings.

Community Relations

- Direct, coordinate, and monitor special fund raising projects and capital campaigns to raise needed funds; promotes private donations to the library system; establish partnerships with community organizations to enhance library services.
- Serve on the System and Resource Library Association of Wisconsin, act as a liaison between Brown County and the Wisconsin Division for Library Services; build state-

wide relationships through the Wisconsin Library Association, and, maintain knowledge and awareness of current topics, issues and trends affecting library administration.

- Provide information on library issues and trends to community groups, organizations, and media on a regular basis; represent the library on community boards and committees dealing with issues of community concern.

QUALIFICATIONS

Education and Experience:

Master's degree from an accredited college or university in Library Sciences or equivalent, five years of professional experience with progressively responsible work, with at least three years in a major leadership role.

Licenses and Certifications:

Wisconsin Grade I Public Library Certificate (Required within 18 months of start date)

Knowledge, Skills and Abilities:

Applied knowledge and management experience in multiple components of library and information technology applications.

Demonstrated qualities as an energetic leader and clear communicator adept at collaborating with various groups and possessing outstanding people, project and process management skills.

Demonstrated record of leadership, vision, mentoring, and staff development, consensus-building and outstanding customer service.

Ability to provide strong leadership for library and technology planning, change management and quality services.

Strong financial management skills including strategic budgeting skills with the ability to prioritize and maximize limited resources.

Ability to perform and coordinate fund-raising activities and to meet established fund-raising goals.

Evidence of strong communication, interpersonal skills and political savvy.

Demonstrated sensitivity to and respect for diverse socio-economic, ethnic, religious, and cultural backgrounds of staff and clients.

This position description and expectations should not be interpreted as all-inclusive. They are intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated on this description.

I have read the above position description and understand the duties and responsibilities of the position.

Employee Name (Please Print)

Date

Employee Signature