



## Position Description

<b>Job Title</b>	Director
<b>Department</b>	Library
<b>Employment Status</b>	Full time
<b>Exempt/Non-Exempt Status</b>	Exempt

### Scope of Work

This position serves as the chief executive officer to the Library Board of Trustees and is responsible for planning, organizing, directing and controlling all functions, operations and activities of the Library, either directly or through senior management staff. Under the general direction of and within the policies set by the Library Board, the Director is responsible for developing and presenting an operating plan, budget and policies necessary to provide the optimal library service to community residents. The Director provides direct supervision to and management of the Assistant Director, the Head of Children's Services, the Head of Program Development and Community Engagement, the Head of Operations, and the Administration Department for the Library.

### Supervision

<b>Received</b>	Library Board of Trustees
<b>Exercised</b>	Directly or indirectly supervises between 30 and 50 full time (or full time equivalent) employees.

**Essential Job Functions** The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

- Monitors and controls performance of the Library in conformance with plans, objectives and budgets; accounts for variances and implements corrective action; develops and implements administrative procedures, schedules, plans and operating practices.
- Acts to resolve operational and administrative conflicts and problems; decides alternative courses of action; interprets policies; monitors and evaluates progress of delegated matters.
- Monitors the scope and effectiveness of existing services on a continuous basis; assures that significant

trends in customer interests are identified and defined; adapts Library resources to meet such trends.

- Directs and/or initiates and maintains continuing liaison with community leaders, other groups, other libraries, and local, county and state government officials, as appropriate to Library operations.
- Establishes and maintains a Library organizational structure that facilitates maximum effectiveness of human resources, facility and equipment.
- Recommends policies for Library Board action; translates the policies and goals of the Library Board into assignable responsibilities.
- Develops estimated forecasts of Library operations to facilitate long and short term planning; analyzes information that aids the planning process.
- Stays abreast of current trends and developments in the field of librarianship and participates in appropriate conferences, workshops and seminars.
- Develops strategic plan in coordination with Library Board and Assistant Director; defines in the annual budget and operational plan the shorter-range commitment of resources. Reports regularly to the Library board on progress of both long and short-range plans.
- Plans and prepares the annual budget to achieve objectives as identified by the Library Board.
- Controls expenses of the Library and implements measures necessary to ensure compliance with budget limitations. Presents monthly financial statements and bills for Library Board action.
- Develops, implements and maintains human resource management programs and practices that are consistent with the policies established and approved by the Library Board. Makes recommendations to the Library Board on human resources programs and policies that would serve to attract, develop, equitably compensate and retain competent personnel.
- Establishes and maintains a working environment within the Library that encourages a high level of employee morale and productivity.
- Maintains an active program of public relations and public information; represents the Library on other community boards and committees.
- Coordinates the Library's participation in the Bridges Library System; serves as ex-officio member of the Bridges Board; serves as member of System and Resource Library Administration Association of Wisconsin (SRLAAW).

### **Other Job Functions**

- Performs related duties as assigned.

### **Requirements of Work**

Graduation from an accredited college or university with a Master's Degree in Library Science and at least 10 years of Library work, including several years of library management experience, human resources and marketing; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

#### **Knowledge of**

- Library and information science.
- Library organization and administration methods and procedures as they apply to public library administration.
- Library laws and regulations.
- Information resources available from other libraries, the library system and other sources in the community, county and state.

	<ul style="list-style-type: none"> <li>• The use of general office equipment, including computers and related software.</li> </ul>
<b>Ability to</b>	<ul style="list-style-type: none"> <li>• Hire, train, supervise, motivate, evaluate and discipline employees; delegate and assign work effectively, and maintain high standards of library service.</li> <li>• Interpret statistical data, analyze information and evaluate programs.</li> <li>• Prepare clear and concise reports and recommendations.</li> <li>• Establish and maintain effective working relationships with library trustees, elected officials, community groups, employees and the general public.</li> <li>• Supervise and motivate library staff and volunteers.</li> <li>• Utilize current technology to keep the library running efficiently.</li> </ul>
<b>Skill in</b>	<ul style="list-style-type: none"> <li>• Oral and written communications.</li> <li>• Planning, organization and leadership.</li> <li>• Public speaking.</li> <li>• Public relations.</li> </ul>

### **Necessary Special Requirements**

Grade 1 Wisconsin Library Certification

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- Specific vision abilities required by this job include close vision, prolonged visual concentration and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is occasionally required to bend, stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 pounds.