

JOB DESCRIPTION & FACTOR EVALUATION CHART

This job description has been prepared to assist in the evaluation of various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty generally required of positions given this classification. It is not intended as a complete list of the specific duties and responsibilities that may be inherent in this job. Nor is it intended to limit or modify the right of any supervisor to assign, direct, and manage the work of employees. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the Library Board. The Library Board retains and reserves any and all rights to change, modify, amend, add to or delete from any section of this description as it deems, in its judgement, to be proper.

Title: Library Director

Department: Library

Basic Function:

Serves as the Chief Executive Officer to the Library Board; plans, organizes, directs, and controls all functions, operations, and activities of the Library, either directly or through senior management staff.

Responsibility and Authority:

Under general direction of and within the policies set by the Library Board, is responsible for developing and presenting an operating plan, budget, and policies necessary to provide optimal library service to community residents. Responsible for administering the programs of Library Service approved by the Library Board to accomplish the short and long-term goals established in its mission statement and strategic plan.

Specific Accountabilities:

A. Planning and Organization

1. Establishes and maintains a Library organizational structure that facilitates maximum effectiveness of human resources, facility, and equipment.
2. Recommends policies for Library Board action. Translates the policies and goals of the Library Board into assignable responsibilities.
3. Determines appropriate equipment and facilities required for Library operations. Evaluates and makes recommendations to the Board regarding the potential of new or modifications to existing equipment and facilities.
4. Develops estimated forecasts of Library operations to facilitate long and short term planning. Analyzes information that aids the planning process.
5. Keeps abreast of current trends and developments in the field of librarianship and participates in appropriate conferences, workshops, and seminars.

6. Develops strategic plan in coordination with Library Board, Deputy Library Director, and Assistant Library 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.
7. Plans and prepares the annual budget to achieve objectives as identified by the Library Board.
8. 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.
9. Provides analysis and recommendations on capital improvements needed; implements capital improvement plans.
10. Researches and recommends contracts for services (for example, for resource library compensation, open access, etc.).

B. Directing and Controlling:

1. 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.
2. Assures that the Library Board's mission statement, plans, and policies are communicated throughout the Library and among all members of the Library staff.
3. Takes actions to resolve operational and administrative conflicts and problems; decides alternative courses of action; interprets policies; and otherwise makes decisions that have not been delegated. Monitors and evaluates progress of delegated matters.
4. Monitors the scope and effectiveness of existing services on a continuing basis. Assures that significant trends in customer interests are identified and defined; adapts Library resources to meet such trends.
5. 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.

C. Personnel Management:

1. Assures that all positions in the Library are staffed with competent personnel; assures that work assignments are made with the objective of utilizing the skills of employees to the fullest extent possible.
2. 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, which would serve to attract, develop, equitably compensate, and retain competent personnel.

3. Establishes and maintains a working environment within the Library that encourages a high level of employee morale and productivity.
4. Takes a lead role in determining the Library's position on collective bargaining and grievance resolution issues, and administers the collective bargaining agreement process.
5. Develops individual supervisors to their maximum potential by regular coaching and appraisals.
6. Assures that employee problems, complaints and grievances are resolved as quickly and equitably as possible.

Other Duties:

1. Maintains an active program of public relations and public information. Represents the library on other community boards and committees.
2. Coordinates the Library's participation in the Waukesha County Federated Library System (WCFLS); serves as ex-officio member of the WCFLS Board.
3. Coordinates the Library's participation in CAFÉ countywide technology consortium; serves on CAFÉ Council.
4. Knows local and state laws; actively supports library legislation in the state and nation.
5. Affiliates with state and national professional organizations.
6. Speaks to community groups about library programs and services, as needed.
7. Report regularly to the Library Board, to the officials of local government, and to the general public.
8. Performs other related administrative work as required.

Education and Experience:

Masters degree in Library Science from an ALA accredited graduate library school; eligibility for a Grade 1 Wisconsin Library Certificate; a minimum of five years successful public library and/or library system experience, which includes at least two years of staff supervision and administrative experience; or such alternative or additional qualifications as the Library Board of Trustees may find acceptable and which would provide the following knowledge, abilities, and skills:

- Eligibility for a Grade 1 Wisconsin Library certificate.
- Knowledge of recent developments, current literature, and sources of information on municipal library administration and operations (to include: principles, methods, and practices).
- Ability to plan and coordinate the activities and human resources in a municipal library.
- Knowledge of effective supervisory techniques.

- Knowledge of library law and regulations.
- Ability to establish and maintain good public relations with the Library Board, government officials, staff, media, associates, citizens and others using the library facilities.
- Ability to analyze professional and technical problems and arrive at effective, workable, and timely solutions.
- Ability to communicate clearly and effectively in written and oral form.
- Ability to prepare clear, sound, accurate and informative reports.
- Knowledge of computerized integrated library systems.
- Ability to use microcomputers and applicable software for a variety of library uses.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and ability required. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Adopted by Library Board
February 10, 2011
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