

Pauline Haass Public Library JOB DESCRIPTION

Department: Library-wide

Job Title: LIBRARY DIRECTOR

Job Title of Supervisor: Pauline Haass Public Library Board of Trustees

Recognizing that formal job titles and job descriptions cannot define every employment situation nor be comprehensive in every case, and having the intent to provide the employee with the opportunity to expand his work experience while reserving flexibility to the Library to adapt to future needs, and with the aim that this document not be interpreted as restrictive in any way, the following job description is effective as of December 1, 2018.

This description updates and supersedes all previous job descriptions of this position. The Library reserves the right to modify this and every job description in whole or in part at any time. The order of listed items does not reflect their relative importance.

Position overview

The Library Director leads the library in the delivery of outstanding services and programs to add to the quality of life in our community. The Director oversees operations of the library and the development and implementation of its programs. including assisting the board with strategic planning and policy development, managing all library resources including personnel, organizing and control of the collections, designing and implementing services and programs and overseeing maintenance and safety of the library building and grounds. This position provides direct supervision to the Assistant Director, Children's Services Manager, Adult Services Manager, Circulation Services Manager, Administrative Services Manager, and Maintenance Coordinator.

Qualifications (minimum)

Education: Master's degree in Library Science from an ALA-accredited institution

Certification: Wisconsin Grade 1 Librarian certification or eligible for certification upon hire, *and* maintenance of Grade 1 certification through tenure as director

Preferred experience: Five years of progressively responsible professional public library experience including at least three years in a supervisory role as a department manager, assistant director, or director.

Position type: Managerial, salaried, Fair Labor Standards Act exempt

Essential Functions of Library Director:

Administrative

1. Establishes and achieves strategic and operational goals for the library in alignment with the Library Board and according to the current and perceived future needs of the community.
2. Extends library services and facilities into the community.
3. Prepares narrative and statistical reports for the Library Board, the State, and the Village Board as appropriate.
4. Drafts and recommends policies to the Library Board; implements public library objectives and policies as established by the Board.
5. Administers and evaluates library services such as circulation, reference, children's programming, community outreach and public information.
6. Oversees and seeks continuous improvement of existing library programs, services, policies and procedures and submits recommendations for policy changes to the Library Board.
7. Engages community leaders and other stakeholders and builds strong relationships.
8. Oversees public relations, addresses complaints and resolves issues.
9. Participates in professional library associations and other professional organizations to remain current on developments and advancements in Library Science, public administration and training. Takes an active advocacy role where appropriate.
10. Negotiates contracts and agreements with other libraries, library systems and businesses.
11. Plans and implements procedures to augment library goals and services through the Library's Friends group, and in cooperation with community educational, cultural, civil organizations.
12. Advocates for resources, rules, and relationships that benefit library users and the community.
13. Supports the Library's mission and vision, and upholds the values and priorities of the Library (included at the end of this document).
14. Maintains regular onsite attendance.
15. Performs other duties as assigned by Library Board.

Collection Management

Directs the development, maintenance, and circulation of the library's collection in order to use resources wisely, provide a broad range of ideas and opinions, and maximize access.

Leadership

1. Drives a culture of excellence, helpfulness, respect, continuous learning and improvement.

2. Defines responsibilities, establishes lines of authority, delegates work and directs the duties and training of the library staff.
3. Draws deeply upon the knowledge and experience of staff in making decisions for the library.
4. Sets department goals and long-term plans and works with staff in achieving goals.
5. Recruits, selects, hires, supervises, trains, evaluates, motivates, manages performance and rewards and disciplines the library staff in accordance with library policies, state and federal law.
6. Leads by example; motivates and assists staff to achieve their full potential; ensures open communication at all levels of the library.
7. Willingness and ability to hold difficult conversations with productive outcomes.

Financial Management

1. Prepares the annual library budget, with input from key staff, for board discussion and approval.
2. Participates in presentations and explains the proposed budget.

Knowledge, Skills and Abilities required of Library Director:

1. Knowledge and understanding of basic public library principles, procedures, and technology.
2. Extensive and current knowledge of trends and challenges in library services nationwide.
3. Ability to identify opportunities for improved or new services, greater efficiency, and enhanced staff morale and ownership.
4. Ability to keep the library's mission and vision in the forefront of thoughts and discussions.
5. Ability to quickly change course when faced with unexpected roadblocks.
6. Ability to communicate clearly and concisely, both orally and in writing.
7. Ability to build strong working relationships with all levels of staff and the community.
8. Ability to facilitate and navigate conflict and make difficult decisions.
9. Strong financial and business acumen.
10. Progressive vision and the ability to inspire action.
11. Excellent Judgment and integrity.
12. Respect for, and interest in obtaining, the input of department managers and front line staff.
13. Commitment to personal and staff development.
14. Good organizational and time management skills.
15. Commitment to the library and the community.

16. Ability to read/view/listen to, and understand, materials presented in print, video, and audio formats.
17. Ability to supervise personnel with the result of serving the public efficiently and accurately, empowering staff, and developing staff abilities.
18. Ability to speak effectively before a group.
19. Ability to type and enter data into computer accurately.
20. Ability to accurately follow written or verbal instructions.
21. Ability to work effectively and pleasantly with people of all ages.
22. Ability to work independently, determining and adjusting work priorities as needed, and completing tasks in an orderly and timely manner.
23. Ability to handle emergency situations in a calm, capable manner.
24. Ability to work efficiently and calmly during busy periods and with frequent interruptions.
25. Ability to organize thoughts and concisely communicate them to others within and without the organization.
26. Excellent organizing and time management skills, especially in the area of project management.
27. Ability to think critically about proposed ideas and projects, to anticipate issues, propose solutions, and create contingency plans.
28. Ability to lead others through personal example.
29. Ability to read and interpret data; analyze and solve problems.
30. Proficiency in use of Microsoft Word, Excel, and PowerPoint.
31. Understanding of good graphic design and marketing principles.

Physical skills necessary:

1. Sitting, standing, walking, climbing and stooping.
2. Bending, twisting, and reaching with arms and hands.
3. Talking and hearing in person, in meetings and by telephone.
4. Far vision at 20 feet or further; near vision at 20 inches or less, depth perception, ability to adjust focus.
5. Safely lifting and carrying: 30 pounds or less.
6. Handling: picking up and using print and other resources including files.
7. Fingering: typing, writing, filing, sorting.
8. Mobility: travel to meetings outside library.

PAULINE HAASS PUBLIC LIBRARY

Library Vision

To cultivate a community of informed and engaged citizens.

Library Mission

We connect people to information, ideas, and one another in a vibrant and welcoming community-responsive environment.

Values and Priorities

Responsive and Purposeful Service Development

- We continually engage with our community both within and outside of our building, to understand the needs and aspirations of all of its citizens. With this information, we thoughtfully plan in order to deliver high quality community-specific services and anticipate future needs.
- We work to provide flexible and plentiful spaces to support the educational, creative, entertainment, collaborative and connection needs of this fast-growing and ever-changing community.

Outstanding User Experience

- We are dedicated to excellence, accuracy, helpfulness, friendliness, and inclusivity.
- We foster a climate that welcomes feedback and promptly responds with improved service.
- We enjoy finding new ways to delight those we serve.

Improvement and Innovation

- We explore trends, develop new methods, and continually evaluate and adapt library services to remain relevant in the lives of our community.
- We celebrate imagination, invention, and inspiration by developing services, collections and programs that encourage discovery and creative endeavors.
- We prioritize and invest in the continuous development of a knowledgeable, innovative, and highly engaged staff.

Open Access and Opportunities for All

- We manage a collection that covers the breadth of changing interests, technologies and formats. Together with our programs, it is focused to appeal to the diverse tastes and needs of our community.
- We provide seamless entry to others' collections, in order to assure access to information for all.
- We extend the library beyond the building, and are committed to collaboration, sharing and giving back.

Responsible Stewardship of the Community's Investment

- We recognize that the library belongs to the people of the community, and our actions honor the public trust.

Intellectual Freedom and Patron Privacy

- We embody the library's status as a cornerstone institution of democracy for an informed public. We do this by providing information and programs that offer a wide variety of viewpoints on a broad range of topics.
- We protect every individual's right to explore information and ideas in a confidential manner.

Communication of Opportunities and Value

- We communicate the value of our services to the community through a variety of media.
- We cultivate relationships with government and municipal organizations; by listening we can be part of larger conversations and respond in ways that add value to people's lives.