

**C.A. Friday Memorial Library
 Job Description**

Position Title: Library Director	Department: Library
Reports To: Library Board of Trustees	FLSA Code: Exempt

Position Summary: To manage the operations of the Library and the development and implementation of its service programs, and to provide leadership and advocacy for quality, state-of-the-art library service.

Essential Functions: These functions will comprise approximately 70-100% of your time on an average work day, but may fluctuate as business needs change.
➤ Developing and directing library policies, planning and programs consistent with the directives of the Library Board of Trustees.
➤ The overall direction, organization and coordination of actions within the public library.
➤ Assessing long-range library needs, recommending staffing levels and hiring professional staff.
➤ Coordinate fundraising and grant writing.
➤ Developing and overseeing a variety of services designed to meet the needs of a diverse public.
➤ Advocate and promote the Library and its services to the community and surrounding area(s).
➤ Operating the library under a philosophy of service which puts the needs of library users first and responding to those needs in a positive, helpful and friendly manner. In addition to the lending of a wide variety of materials to users of all ages, the library provides reference and information services, public programming and access to electronic information. Library services are designed to be accessible to everyone in the community and surrounding area(s) including individuals with various types of disabilities.
➤ Develop and administer a budget effectively.
➤ Work effectively with library trustees, elected officials and community groups and organizations.
➤ Work with the public tactfully and courteously; interact effectively with people; and foster and maintain positive public relations for the Library within the community.
➤ Supervise and motivate library staff.
➤ Manage a progressive and dynamic library environment and guide and direct the growth and development of the library.
➤ Leverage cutting edge technology and resources to keep the library competitive.

➤ Excellent leadership, oral and written communication, interpersonal, presentation and technology skills.
➤ Evaluates future needs for library services and resources to meet those needs.
➤ Continually evaluates the effectiveness of library services in relation to changing needs of the community and develop plans to meet those needs.
➤ Communicates to the Indianhead Federated Library System the needs of the library in its role as resource library for the ten-county system and contributes to the formulation and revision of the Indianhead Federated Library System policies and budgets through the Advisory Council of Librarians.
➤ Serves in a leadership role on the MORE Directors Council.
➤ Maintains effective working relationships with the City Council and County Board officials in addition to regional and state organizations.
➤ Maintains contact with and works with the Friends of the Library for the betterment of the library.
➤ Works with the Library Board of Trustees and New Richmond Area Community Foundation to manage and grow the library's Endowment Fund.
➤ In general advocates for and promotes the library. Establishes and maintains effective working relationships with schools, agencies, civic, community and professional groups, the general public and the news media.
➤ Represents the Library at official functions.
➤ Works to establish effective communications through news releases, e-mail or print newsletters, blogs, web sites, etc.
➤ Represents the library at and speaks before community, civic and other groups regarding the objectives and activities of the library.
➤ Handles complaints from the public when referred from another level. Monitors public perceptions of the library and its services. Addresses public criticism of the library when necessary.
➤ Keep current in library trends including, but not limited to, participation in professional and other meetings, conferences and seminars as appropriate, membership in state and national library organizations and networking with regional and state librarians.

Other Responsibilities: These functions will comprise up to 25% of your time.
➤ Facilitate and coordinate the fundraising for and building of a new library.
➤ Prepare various reports, records, and correspondence to meet City and State requirements, community needs, and applicable laws.

The City of New Richmond has reviewed this job description to ensure that essential functions and other responsibilities have been included. It is not intended to serve as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate and as business needs change.

Knowledge: Current, comprehensive knowledge of the principles and practices of Library Science, including cataloging and classification; reference and research; reader's advisory; collection development; library information networks; censorship and copyright laws; library automation and technologies; electronic and web-based resources; data and patron privacy laws; and public library management and marketing. Knowledge of accepted supervisory and

personnel management practices and the ability to use them effectively. Knowledge of the principles and practices of budget development and administration.

Skills & Abilities: Skill in communicating effectively both orally and in writing. Skill in the use and application of library technologies and equipment, and use of personal computer. Skill in effectively managing multiple projects. Skill in managing the daily operations of a library. Skill in developing and maintaining effective working relationships with Library and City staff, the library board, professional organizations, other outside agencies, and the general public. Skill in organizing, analyzing, and evaluating data to formulate and execute plans. Skill in making public presentations and in public media relations.

- Ability to estimate costs and prepare budget projections.
- Ability to analyze and effectively solve problems.
- Ability to analyze and evaluate operations, procedures and policies.
- Ability to plan, organize, assign, coordinate and manage activities of library staff.
- Ability to maintain a positive and flexible approach to changing needs within the community and to a changing information environment.
- Ability to work effectively in collaborative groups.
- Ability to effectively use computers and standard applications software.

General Core Competencies: Communication, Cooperation and Teamwork, Commitment to Quality, Customer Service, Professionalism, Critical Thinking and Problem Solving.

- **Communication** – Uses communication styles and methods effective for the situation and audience.
- **Cooperation and Teamwork** – Works effectively with diverse teams to achieve collective goals.
- **Commitment to Quality** – Improves work practices to achieve desired results.
- **Customer Service** – Ability to respond to our clients and anticipate their needs.
- **Professionalism** – Meets or exceeds workplace guidelines, standards and specifications.
- **Critical Thinking and Problem Solving** – Demonstrates the ability to make decisions, identify, analyze and solve problems, and take action as appropriate.

Position Evaluation Factors:

Organization Contacts: Library customers, library staff, City of New Richmond staff, partner and stakeholder groups, Friends of the Library, and the Library Board.

Education and Experience: A Master's degree in Library Science from an American Library Association accredited library school; eligible for grade 1 Wisconsin Public Library Certification as provided under the Wisconsin Administrative Code, Sec. PL 6.03

Physical Requirements: This position consistently requires the ability to stand, work with hands and fingers to manipulate objects and the ability to retrieve and replace materials on shelves at various heights. Must possess visual acuity sufficient to see at close-up levels and perceive depth. Position frequently requires walking, bending at the waist, twisting the upper body,

reaching, talking, hearing and the ability to adjust vision as needed. Occasional sitting, lifting and carrying up to 35 pounds, climbing, balancing, and crawling. Some pushing of up to 75-100 pounds, kneeling and crawling.

Working Conditions: Work in a library environment directly with the public; sustained posture in a standing, walking or seated position for prolonged periods of time; perform bending, lifting and pushing; perform repetitive hand and arm motions for prolonged periods of time; exposure to computer screens for prolonged periods of time. Occasional exposure to heights, heat, cold, temperature changes, noise, odors and dust.

*The Friday Memorial Library is a department of the City of New Richmond.
The Library is an Equal Opportunity employer.*