



## C.A. Friday Memorial Library Job Description

<b>Position Title:</b> Library Director	<b>Department:</b> Library
<b>Reports To:</b> Library Board of Trustees	<b>FLSA Code:</b> 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.

<b>Essential Functions:</b> These functions will comprise approximately 75-90% of your time on an average work day, but may fluctuate as business needs change.
➤ Ability to work effectively and collaboratively with Library Trustees, City Government, Elected Officials and Community Groups.
➤ 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.
➤ Developing and directing library policies, planning and programs.
➤ Responsible for maintaining and timely review of library standards, insuring accuracy, policy compliance and adhering to State and local guidelines.
➤ Manage a progressive and dynamic facility and direct the development of the library upholding the American Library Association’s Code of Ethics.
➤ Assess and plan short and long-range library needs relative to community growth, diversity and service needs.
➤ Provide overall supervision of all department operations including direct supervision of library staff, scheduling and payroll.
➤ Advocate and promote the Library and its services to the community and surrounding area(s).
➤ Represents the library at and speaks before community, civic and other groups regarding the objectives and activities of the library.
➤ Communicates effectively to the community through news releases, e-mail, newsletters, blogs, websites, etcetera.
➤ Develop and administer library budget effectively. Maintain and seek new grant and funding opportunities.
➤ Leverage cutting edge technology and resources to keep the library competitive.
➤ Communicates to the IFLS Library System the needs of the library.

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| ➤ Serves in a leadership role on the MORE Directors Council. |
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<b>Other Responsibilities:</b> These functions will comprise up to 25% of your time.
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| ➤ Prepare various reports, records, and correspondence to meet City and State requirements, community needs, and applicable laws. |
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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, Library Board of Trustees and City Council.

**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.*