

**L.E. PHILLIPS MEMORIAL PUBLIC LIBRARY**  
**Job Description**

<b>DEPARTMENT:</b>	Library	<b>TITLE:</b>	Library Director
<b>UNIT:</b>	Administration	<b>REPORTS TO:</b>	Library Board of Trustees
<b>DATE:</b>	March 2017	<b>STATUS:</b>	Exempt

**DIRECTS:** Assistant Director, Business Manager, Youth Services Manager, and Network Manager

**GENERAL FUNCTION:**

The Library Director is the chief executive officer of the public library and is responsible for its overall administration and management.

**EDUCATION/EXPERIENCE:**

- 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. PI 6.03.
- A minimum of five years of increasingly responsible professional library experience including significant administrative and supervisory responsibility.
- Experience working with a board of trustees or similar authoritative body.
- Experience in seeking and obtaining philanthropic and public funding. Knowledge of foundations and management of endowment growth

**QUALIFICATIONS:**

- Excellent leadership, oral and written communication, interpersonal, presentation and technology skills.

Ability to:

- 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 from a wide range of socioeconomic and ethnic backgrounds; and foster and maintain positive public relations for the Library within the community.
- Supervise and motivate library staff.
- Manage a dynamic library environment and guide and direct the growth and development of the library
- Leverage cutting edge technology to keep the library competitive.

**NATURE AND SCOPE:**

The Library Director is responsible for:

- 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 of all units within the public library.
- Assessing long-range library needs, recommending staffing levels and hiring management and professional staff.

- Sharing with the Trustees the major responsibility for the library's development and fund-raising functions.
- Developing and overseeing a variety of services designed to meet the needs of a diverse public.
- 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 including individuals with various types of disabilities.

**RESPONSIBILITIES:**

**Financial Administration**

In coordination with the Business Manager and management staff, oversees the preparation and presentation of the annual operating and capital improvement budget requests to the Library Board, City staff and City Council for approval.

Provides direction on major accounting issues, authorizes expenditures and monitors status of revenues and expenditures in coordination with the Business Manager.

Assesses short and long term program needs and trends and recommends staffing, program and financial strategies necessary to meet those needs and trends.

In concert with the Business Manager and management staff, prepares and sends the required annual report to the Wisconsin Department of Public Instruction (DPI).

Contacts funding sources and coordinates grant writing.

**Library Management**

Monitors condition of library's physical plant and works with appropriate Library staff, City staff and Library Board Trustees to achieve solutions.

Working with the library's Collection Development Committee, expected to select or direct the selection of a collection of library materials that meets the needs of a diverse public.

In concert with the Assistant Director and the library's safety and security liaison, oversees library health, safety and security matters.

**Personnel Services**

Works with the Assistant Director and supervisory staff in resolving issues and coordinating the various units' priorities with overall library objectives and priorities.

Interviews candidates for management and professional level positions and makes final selection decisions in collaboration with appropriate management staff.

Takes an active part in any labor discussions or process and ensures that the terms of any labor agreement are honored.

Reviews the recommendations of the Assistant Director regarding personnel issues and takes appropriate action.

### **Library Board Relations**

Reports to the Library Board which has the legal responsibility for governing the library and hiring the library's director.

Organizes and plans agendas for the Library Board meetings in consultation with the Library Board President. Oversees the distribution of meeting agendas and support materials and the preparation of appropriate public notices in compliance with Wisconsin Open Meetings Laws.

Attends Library Board meetings and all Library Board committee meetings as appropriate or as appointed or requested.

Prepares regular monthly reports and otherwise generally apprises the Library Board of significant activities, events, problems and concerns of the Library.

Formulates and recommends policies for Library Board approval with the Assistant Library Director and appropriate library staff and implements same.

Brings issues facing the library to the attention of the Library Board and presents options and recommendations for dealing with those issues.

Provides or oversees administrative support to the Board.

Provides and promotes orientation and continuing education for Library Board members.

### **Planning**

Works with the Assistant Director and library staff to implement and continuously update the library's strategic plan and other library goals.

Continually evaluates the effectiveness of library services in relation to changing needs of the community and develop plans to meet those needs.

During the year, the Library Director provides evidence to the Library Board that goals and objectives are being addressed and any progress on them.

Evaluates future needs for library services and resources to meet those needs.

### **Liaison with Agencies, Outside Groups and Customers**

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 and other professional library organizations.

Serves on the IFLS Advisory Committee.

Works with County Board committees, the City Council, City Department Heads and other groups to plan for and implement library services. Works to maintain the county-wide library services agreement.

Maintains liaison with State legislators and communicates Library Trustees' position on legislative issues. Relays the legislators' opinions and actions to the Trustees.

Maintains close contact with the Wisconsin Department of Public Instruction (DPI). Communicates to DPI the position of the library regarding present or proposed regulations affecting the library. Monitors the progress of and provides input to, statewide library planning and other activities of the DPI and the System and Resource Library Administrators Association of Wisconsin. (SRLAAW).

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 Eau Claire 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.

Establishes strategic community partnerships with other agencies and organizations to improve services and advance the Library.

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.

### **Additional Functions**

Keeps current in library trends including, but not limited to, participation in professional and other meetings as appropriate, membership in state and national library organizations and networking with regional and state librarians.

Compiles information as needed.

**ACCEPTANCE STATEMENT:**

I have carefully read, understand and accept the job description, including the qualifications and responsibilities, with or without reasonable accommodation, of the Library Director of the L.E. Phillips Memorial Public Library and, if employed, I certify that I can and will perform the responsibilities and functions of the position. The Library Board reserves the right to change job responsibilities, duties and hours as needs prevail. This document is for management communication only and does not indicate a written or implied contract of employment.

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Employee's Signature

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Date

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Library Board President's Signature

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Date

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