

*Current Library Director Job Description.  
Note: Last major update was 2010.  
Last updated 2014 when City competencies were added.*

## **Library Director**

### **NATURE OF WORK:**

This is a department head position for the City, reporting to the Library Board of Trustees, accountable for the overall operation of the public library. The Director serves as the chief executive officer of the library and is responsible for the administration of all library functions within the goals, policies and guidelines established by the Library. Responsibilities include the organization and dissemination of information and services, effective utilization of library resources via development of policies, procedures and operating budget and oversight of overall library operations, including supervision of other administrative staff.

### **JOB FUNCTIONS:**

#### **ESSENTIAL JOB FUNCTIONS**

- Directs all library operations, providing a balanced program of library services to meet the goals of the library and community
- Demonstrates leadership to the staff and community, developing a positive work environment, promoting staff morale, and serving as a model of professionalism, ethics and service improvement
- Employs effective management techniques in directing, planning, organizing, staffing, coordinating, budgeting, and evaluating library operations
- Establishes all staff duties and compensation, in conjunction with the City and the Library Board, and directly supervises administrative staff
- Maintains awareness of library and community trends to improve library operations and services
- Works with Trustees to establish policies, long-range goals and priorities; plans, formulates and implements library goals, objectives and procedures
- Acts as a resource for Trustees, providing orientation, support, and technical library advice
- Prepares annual budget request, administers approved budget and monitors expenditures and other financial matters, reporting to the Board of Trustees; seeks out additional revenue sources
- Investigates complaints from the public and explains library policies
- Encourages staff professional growth at all levels through participation in professional and community activities
- Coordinates operations with other City departments, the Outagamie Waupaca Library System, the Wisconsin Department of Public Instruction, and other library organizations and agencies
- Meets on a regular basis with the Mayor; maintains good relationships with the Common Council and other city, county, and state government entities
- Represents the library by establishing and maintaining effective working relationships with other governmental agencies, educational, civic and community groups and the general public; seeks opportunities for appropriate collaborations
- Coordinates closely with the Friends of Appleton Public Library, supporting and facilitating their work
- Maintains regular punctual and predictable attendance, works overtime and extra hours as required.

#### **OTHER JOB FUNCTIONS**

- Other tasks as assigned

### **REQUIREMENTS OF WORK:**

Must be visionary regarding library trends, the impact of changing information technology and introduction and implementation of new ideas, Master's degree in Library Science, eligible for DPI Public Library Grade I Certification, eight to nine years of professional library experience including management and supervisory experience, as well as demonstrated:

- Knowledge of professional library science and administration
- Knowledge of buildings, grounds and equipment maintenance
- Knowledge of library automation technology
- Ability to develop, oversee and coordinate projects and supervise the work of others
- Ability to coordinate library services with other City and community activities
- Effective interpersonal skills consisting of creative and diplomatic management abilities
- Ability to develop and administer library budget
- Ability to think analytically and to develop new services
- Ability to exercise initiative and independent judgment
- Considerable knowledge of computers and networking, especially in regard to library applications, proficiency in use of personal computers, internet and digital communications.
- Highly developed verbal and written communication skills, social skills and adaptability, including ability to prepare comprehensive written and oral reports that present ideas clearly and concisely and to communicate effectively with people at various levels both within and outside the organization
- Ability to make administrative decisions, develop policies and supervise staff
- Dynamic motivational leadership skills, including ability to establish and maintain effective working relationships with associates, supervisors, volunteers, other community agencies, governmental bodies and the general public
- Ability to process information effectively to learn new materials, handle complex concepts, understand consequences, and see the big picture
- Desire to meet and serve the public

## **SUPPLEMENTAL INFORMATION:**

### **COMPETENCIES**

Communication

Visionary

Political Savvy

Strategic Skills

Decision Maker