

Library Director Job Description

NATURE OF WORK:

The Library Director is responsible for the leadership and vision of the Appleton Public Library (APL). This position serves as the chief executive for the library and reports directly to the Library Board of Trustees, exercising considerable judgment and discretion and providing complex professional policy guidance. In addition, the Director works with numerous internal and external stakeholders and partners including the City of Appleton, the Friends of APL, the Outagamie Waupaca Library System, the community, and external organizations.

This is a senior leadership position within the City of Appleton and works closely with the Mayor, the Appleton Common Council, and other City departments to create and implement library goals that align with the mission and vision of the City of Appleton as well address the needs of the library's legal service area.

JOB FUNCTIONS

ESSENTIAL JOB FUNCTIONS

Leadership and Strategy

- Develops and communicates a strong vision for a 21st Century library.
- Directs the library to achieve goals and serve the community.
- Leads the library's strategic planning efforts.
- Develops library policies and procedures, in conjunction with the library's leadership team, to guide programs and services.
- Serves as coordinator and technical advisor for the Library Board of Trustees
- Oversees long range planning of capital projects and the library facility that reflect future needs and stewards the community's investment in the library.
- Develops library budgets that responsibly deliver library services to the community, balancing resources that are available with the community's evolving expectations and demands.
- Operates as a Department Head for the City of Appleton, serving on the Mayor's Leadership Team and advisory committees.

Operational Effectiveness

- Provides oversight of the library's finances in accordance with established laws and policies.
- Pursues grant funding opportunities and oversees grant reporting.
- Establishes strategic objectives and performance standards. Supports staff's knowledge and expertise through development and providing resources and autonomy to carry out their responsibilities.
- Facilitates positive change management practices and supports staff resilience.
- Serves as advisor to the Friends of Appleton Public Library, a 501c(3), by ensuring the Friends are in alignment with the library's goals and objectives.

Community Responsiveness and Outreach

- Leads and fosters an inclusive culture that welcomes creative and innovative ideas while fostering respect among staff and community members.
- Establishes community-driven priorities, developing processes that include direct input from a diverse representation of the community.
- Creates and supports opportunities for community engagement through public meetings, community conversations, and outreach.
- Serves on community boards and organizations to represent the library.
- Advocates for the library, while serving as the primary spokesperson and liaison between the library and the federal, state, and local government agencies.
- Makes presentations on behalf of the library and serves as a spokesperson for the library with the media.

REQUIREMENTS OF WORK:

Master's degree in Library Science from an ALA accredited library school, eligible for Wisconsin Department of Public Instruction Public Librarian Grade I Certification or ability to obtain this credential before completion of the probationary period.

Eight or more years of increasingly responsible professional library experience including management and supervisory experience or other combinations of training and/or experience which translate to the knowledge and abilities necessary to perform the duties of this position, as well as demonstrated:

- Thorough knowledge of the philosophies, principles, and practices of public library administration, ideally in the context of a municipal library.
- Considerable knowledge of budgeting and fiscal control.
- Knowledge of library technology and digital services.
- Ability to operate with integrity, building cooperation and collaboration.
- Ability to supervise and direct staff.
- Ability to develop both short- and long-range strategies for implementing programs and services.
- Ability to communicate effectively.
- Ability to interpret complex statistical data.
- Ability to maintain positive relationships with colleagues, City, County, and State government entities. Serves on the Mayor's leadership team and advisory committees.
- Knowledge of modern office equipment, MS Office Suite.
- Ability to possess and maintain a valid Wisconsin driver's license.

City Competencies for Directors

DRAFT 3/2/2022