

LIBRARY ASSOCIATE DIRECTOR

CLASS DESCRIPTION

General Responsibilities:

This is highly responsible managerial, administrative, and professional work assisting in the administration and operations of the Madison Public Library system. Under the general supervision of the Library Director, work includes managing and controlling the daily supervision of the Central and Neighborhood Library operations, personnel functions, and requires conferring with, advising, and informing the Library Director on major policy and procedural areas affecting the system. This position provides direction and leadership for the management team overseeing service delivery both within the buildings and in the community. Work is performed under broad management policy and requires considerable independent judgment and discretion in supervising, directing, and controlling the operational activities in assigned areas of responsibility. As an administrative member of the organization, this position plays a key role in the development and implementation of the Library's mission and vision in conjunction with the Library's strategic objectives. This position will act on behalf of the Library Director and Madison Public Library during absences of the Library Director and as specifically delegated in order to provide for continuity of services.

Examples of Duties and Responsibilities:

Provide leadership, management, vision, and guidance for all library services functions, and plans and coordinates public services to meet current needs as well as anticipated future needs. Select, manage, and oversee the hiring, supervision, training and evaluation of library staff, including incorporation of an equity evaluation tool in the recruitment for all staff. Coordinate employee training, development, and engagement initiatives. Facilitate staff communications.

Pursue advocacy activities for the Library to include public presentations, development of partnerships, media communications, and representation of the Library at community functions and conferences. Develop and maintain effective working relationships with colleagues, staff, City officials, the media and the public. Work with Friends of Libraries groups, public non-profit and corporate partners, and community groups to ensure the effective use of resources. Work with the South Central Library System and member libraries to maintain a positive and effective System relationship. Participate in diverse committee efforts in addressing City-wide management issues and concerns.

Coordinate, lead and administer the development, implementation and evaluation of services and staff models, change management, and innovation. Oversee policy development, statistical measurement, and program and service outcomes. Assist in planning, designing, and making recommendations for building projects and service delivery.

Foster a customer-centered environment with awareness of trends that effect emerging needs of both individuals and their communities.

Assist in the formulation, development, adoption, implementation, and evaluation of the Library's Capital and Operating Budgets. Develop, implement, and recommend policy modifications based upon cost-benefit analyses of various issues.

Perform related work as required.

QUALIFICATIONS

Knowledge, Skills and Abilities:

Thorough knowledge of the principles, methods and practices of professional librarianship and public library administration. Thorough knowledge of public administration principles and practices. Thorough knowledge of the full range of supervisory principles and practices, labor relations and personnel management. Thorough knowledge of automated and manual library systems. Thorough knowledge of relevant technologies and their application for improving public library services and operations. Thorough knowledge of current trends and best practices in libraries. Working knowledge of budgeting and program administration principles and practices. Working knowledge of and ability to use computer software applicable to the duties of the position. Ability to plan, develop, organize, implement, administer and evaluate diverse library services. Ability to identify program needs and goals, and direct development of plans to achieve them. Ability to work with a high degree of independence. Ability to manage a diverse staff of professionals, paraprofessionals, and clerical staff. Ability to plan, direct and coordinate the work of subordinate staff. Ability to hire, train, supervise and evaluate staff. Ability to maintain effective employee relations. Ability to develop and maintain effective working relationships with co-workers, subordinates, other City employees, and the public. Ability to develop and maintain effective community relations in order to assess and meet community needs. Ability to use effective communication skills to enhance and encourage open dialogue when working with individuals, small groups or large gatherings. Ability to communicate effectively both orally and in writing, and to make presentations to groups. Ability to maintain adequate attendance.

Training and Experience:

Generally, positions in this classification will require:

Four years of professional library experience in managing a public library program and/or service, including at least two years of supervisory experience. Such experience would normally be gained after graduation from an ALA accredited library school with a master's degree in library science, or a master's degree in public administration. Five years of executive level experience in managing large, complex projects with oversight at

multiple locations may substitute for the experience requirement. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

Necessary Special Qualifications:

Ability to meet the transportation requirements of the position.

Ability to attend meetings and provide presentations outside the normal work schedule, including evenings and weekends.

Physical Requirements:

Employees will be expected to physically visit and access libraries and community events and agencies in regard to Madison Public Library services. Employees will work for extended periods in an office environment and require time spent in public service and other library operations, including building sites and maintenance facilities. Employees will be expected to use standard office equipment such as a telephone, computer, calculator, copier, and fax machine.

Department/Division	Comp. Group	Range
Library	18	16

Approved: _____
Brad Wirtz
Human Resources Director

Date