



Library Director

Class Code:
K017

Bargaining Unit: Dept/Div Heads

MADISON, CITY OF (WI)
Revision Date: Feb 10, 2012

SALARY RANGE

\$105,809.00 - \$142,845.00 Annually

GENERAL DESCRIPTION:

The Library Director works with the Library Board, City of Madison, Madison Public Library Foundation, staff located at multiple sites, and community groups to effectively plan for and implement library services for the City of Madison. This is high level professional and managerial work overseeing and directing the services, activities and library staff involving responsibility for planning, developing, organizing, implementing and evaluating a wide range of community library services. Reporting directly to the Library Board, the employee exercises considerable judgment and discretion in meeting service objectives.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

Oversee the creation and implementation of library services that meet changing needs of customers in Madison. Plan for and implement strategic initiatives for library services, based on continuous analyses of community needs and interests.

Oversee the effective use of public funds in the development and administration of the Library's budget. Work closely with the Madison Public Library Foundation on developing fundraising campaigns, donor development and donor relations for capital campaigns. Oversee and develop additional alternative resources for services and facilities, including grants and corporate support. Ensure that Foundation fund development activities are congruent with Library Board planning and policy. Work closely with the Foundation in soliciting community and corporate financial support. Serve as a visible spokesperson for the library in order to increase support and funding for libraries.

Provide for effective community relations to assess and meet community needs. Develop and communicate a shared vision of library services. 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.

Manage staff in order to provide the highest quality library services to the community. Create a positive supportive working environment encouraging diversity in the workforce and a respect for diverse points of view. Oversee effective procedures for recruitment, hiring, training and evaluation of personnel. Implement procedures to support employee growth and leadership. Support an organizational culture that embraces change and is committed to perpetual learning. Provide for ongoing organizational development.

Oversee management and development of library facilities reflecting changing community needs. Oversee the planning, design and construction of new and renovated library facilities, and work toward

identifying and acquiring sites for future library facilities based on a Library Board approved facilities development plan.

Perform related work as assigned.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities:

Thorough knowledge of the principles and practices of Library Administration. Thorough knowledge of the full range of supervisory principles and practices, labor relations and personnel management. Thorough knowledge of budgeting and program administration principles and practices. Thorough knowledge of current trends and best practices in libraries. Thorough knowledge of relevant technologies and their application for improving public library services and operations. Thorough knowledge of and ability to use computer software applicable to the duties of the position. Skill in soliciting community and corporate financial support. Ability to plan, develop, organize, implement, administer and evaluate diverse library services. Ability to develop and communicate a shared vision of library services. Ability to work with a high degree of independence. Ability to develop and administer operating and capital budgets. Ability to develop and maintain effective community relations in order to assess and meet community needs. Ability to work with a Foundation, Friends groups and other community groups in soliciting community and corporate financial support. Ability to develop and maintain effective working relationships with colleagues, staff, City officials, the media and the public. Ability to maintain effective employee relations. Ability to manage a diverse staff of professionals, paraprofessionals, and clerical staff. Ability to plan, direct and supervise the work of assigned personnel. Ability to serve as a visible spokesperson for the library and have experience with support and funding for libraries. Ability to be an effective, visible library spokesperson in the community. 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. Ability to attend meetings and other functions during the evening and/or on weekends. Ability to maintain adequate attendance.

Training and Experience:

Generally, positions in this classification will require:

Five years of responsible supervisory experience in directing and implementing public library programs and services. Such experience would normally be gained after graduation from an ALA accredited library school with a master's degree in library science. 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.

SPECIAL REQUIREMENTS:

Possession of a permanent Wisconsin Librarian's Certificate, Grade 1 (Wisconsin Stat. 43.09(1)); or ability to obtain said credential before completion of the probationary period. Failure to obtain the certification within the required time period may result in forfeiture of the position, absent extenuating circumstances.

This position will be subject to a 5-year contract.

APPROVAL:

Updated and approved February, 2012.

COMPENSATION GROUP/RANGE:

21/20

SXD OLD CLASS NUMBER AND PART-TIME CLASS #:

1319

