

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):
Vacant
Work Phone:
2. Class Title (i.e. payroll title):
Director of Public Services
3. Working Title (if any):
Director of Public Services
4. Name & Class of First-Line Supervisor:
Greg Mickells, 21/18
Work Phone: 608-267-1184
5. Department, Division & Section:
Library
6. Work Address:
201 W Mifflin St
7. Hours/Week: 37.75
Start time: End time:
8. Date of hire in this position:
9. From approximately what date has employee performed the work currently assigned:

10. Position Summary:

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 our 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 our 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.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

- 60% A. Leadership
 - 1. Direct supervision of Bubbler, Youth Services, Virtual Services and all Libraries
 - 2. Establish partnerships and community relationship building
 - 3. Assists in planning, designing, and making recommendations for building projects
 - 4. Strategic planning
 - 5.

- 30% B. Administrative
 - 1. Coordinate and oversee hiring
 - 2. Coordinate staff training, development, and engagement initiatives
 - 3. Assists in creation and monitoring of operational and capital budgets
 - 4. Oversee policy and procedure development and implementation
 - 5.

- 10% C. Operational
 - 1. Facilitate staff communications
 - 2. Act on behalf of Library Director when Director is absent or as delegated
 - 3.
 - 4.
 - 5.

- % D.
 - 1.
 - 2.
 - 3.
 - 4.
 - 5.

- % E.
 - 1.
 - 2.
 - 3.
 - 4.
 - 5.

12. Primary knowledge, skills and abilities required:

KNOWLEDGE

- Provides leadership, management, vision, and guidance for all library services functions, plans, and coordinates our public services to meet current needs as well as anticipate future needs.
- Selects, manages, and oversees the hiring, supervision, training and evaluation of library staff. This includes incorporation of an equity evaluation tool in the recruitment for all staff.
- 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.
- 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.
- Assists in planning, designing, and making recommendations for building projects and service delivery.
- Fosters a customer-centered environment with awareness of trends that effect emerging needs of both individuals and their communities.
- Coordinate employee training, development, and engagement initiatives.
- Facilitate staff communications.
- Assists 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.

SKILLS

- Excellent leadership skills and a demonstrated ability to develop managers and staff in a collaborative environment.
- Knowledge of and experience with implementing and evaluating library services including programming and community engagement.
- Knowledge of and experience with project management methods, including budgeting, project coordination, project planning and analysis, and communications.
- Excellent public speaking, professional writing and presentation skills.
- Thorough knowledge of the principles, methods, and practices of professional librarianship and public library administration.
- Demonstrated understanding of a customer-centered delivery of services.
- Ability to exercise discretion, make administrative decisions, supervise, train, evaluate and discipline staff.
- Maintains an awareness of developments in the library and management professions.
- Experience in collaborating with other departments, community groups or agencies to plan services and develop policies and procedures.
- Understanding of the application of equity into every aspect of our operation including hiring, policies and procedures.

13. Special tools and equipment required:

Skills in word processing, spreadsheet, and presentation software

14. Required licenses and/or registration:

- A Master's degree in library science from an ALA-accredited college/university. A Master's degree in public administration from a college/university may also be considered in place of the MLS or MLIS. 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..
- Four or more years of professional library experience or four or more years of administrative work in an organization with over 100 employees.
- Management and/or administrative experience of complex projects and of oversight of multiple locations.

15. Physical requirements:

The incumbent will be expected to physically visit and access libraries and community events and agencies in regard to Madison Public Library services. The incumbent 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.

16. Supervision received (level and type):

Primarily self-directed and under the direction of the Library Director

17. Leadership Responsibilities:

This position: is responsible for supervisory activities (Supervisory Analysis Form attached).
 has no leadership responsibility.
 provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

- I prepared this form and believe that it accurately describes my position.
- I have been provided with this description of my assignment by my supervisor.
- Other comments (see attached).

EMPLOYEE

DATE

19. Supervisor Statement:

- I have prepared this form and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
- I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
- Other comments (see attached).



SUPERVISOR

6-1-2015
DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.