

LIBRARY PROGRAM SUPERVISOR

CLASS DESCRIPTION

General Responsibilities:

This is responsible supervisory, professional and administrative work managing assigned programs, services, and staff affecting the entire Madison Public Library. This work is characterized by considerable emphasis on specific program planning and related administrative work. The work involves responsibility for identifying community needs, coordinating program development, and developing and maintaining community relations and marketing activities. This work involves a wide range of public contacts and coordinative and procedural activities and considerable discretion and judgment relating to developing partnerships, coordinating the work of other staff, and overseeing work in alignment with the Library's vision, mission, and service philosophy. Employees actively participate in the overall management and administration of the Madison Public Library. Under the general supervision of the Library Associate Director, work necessitates considerable judgment and discretion in achieving program goals and objectives.

Examples of Duties and Responsibilities:

Participate in the administration of the Madison Public Library and evaluate library services. Assist in formulating long-range and strategic plans, and in collecting and evaluating data and information relevant to long-range plans and annual goals and strategies. Participate in the development and recommendation of Library policies, procedures, staffing and resource allocation plans. Provide leadership in the workforce by communicating and building support for the Library's strategic direction

Hire, coach, train, assign and evaluate professional and support staff. Direct the activities of interns and volunteers. Provide consultation and direction on the more complex and/or judgmental aspects of the work. Provide for effective employee relations. Provide leadership and direction to other Library staff members related to assigned programs.

Provide leadership and coordinate the operations, programs, services, and activities of assigned programs throughout all library locations. Plan, develop, implement and evaluate programs events at all locations for the Madison Public Library and in the community. Effectively participate in the establishment, evaluation and modification of program policies and procedures. Lead the analyses of work processes and direct/coordinate their implementation.

Develop and maintain community relationships and explore new community partnerships. Identify community needs, coordinate program development, and develop and maintain community relations.

Participate in developing resources for the Library involving the Friends, the Foundation, grants and through other library fundraising efforts. Oversee grant-writing, budgeting and reporting for grants. Work with Foundation and other groups to develop grants or privately funded projects in line with the Library's mission. Set fees for vendors and instructors for programs and activities. Prepare various grant proposals, correspondence, and budgets as appropriate. Prepare and present various statistical and narrative reports.

Participate in marketing and promotion related to assigned program, including community information efforts which enhance the visibility of Madison Public Library programs, services and activities. Oversee publicity for assigned programs and services through appropriate media and other platforms.

Work cooperatively with other staff and community partners to implement special programs, series or events. Research, plan and coordinate equipment and technology considerations. Manage presentation logistics for scheduling and space; arrange for setup and equipment. Negotiate and resolve conflicts of space and equipment.

Represent program interests before the Library Board, community groups, governmental agencies and other library-related entities.

Perform related work as required.

QUALIFICATIONS

Knowledge, Skills and Abilities:

Thorough knowledge of practices and procedures relating to the establishment and oversight of community programming, including program administration, negotiation, marketing, media relations, customer relations, and program evaluation principles. Working knowledge of budgeting and recordkeeping procedures and practices. Working knowledge of public administration principles and practices. Working knowledge of the full range of supervisory principles and practices, labor relations and personnel management. Working knowledge of and ability to use computer software applicable to the duties of the position. Knowledge of the role of the public library in the community. Knowledge of the tools, equipment and services applicable to the library, and in conjunction with community partners/presenters. Ability to develop and implement major library programs with a high degree of judgment and expertise. Ability to actively participate in the general administration of the Library; to formulate long-range and strategic plans; and to provide management leadership. Ability to plan, develop and direct the programs, functions, and services. Ability to develop library operating procedures, policies and processes. Ability to interpret, explain and apply Library, facility and program regulations, policies and procedures. Ability to communicate effectively both orally and in writing. Ability to obtain agreements through negotiation and discussion. Ability to hire, train, supervise and evaluate staff, and to maintain effective employee relations. Ability to oversee and coordinate professional library program activities, staff and volunteers. Ability to establish and maintain effective working relations with groups, volunteers, the media, employees, co-workers, library customers, program partners, and other members of the public. Ability to successfully work and communicate with persons of various ages, and socioeconomic and ethnic backgrounds. Ability to prepare and disseminate effective promotional materials and program information. Ability to manage multiple projects and tasks simultaneously, and to give considerable attention to details. Ability to maintain necessary records, and prepare complete, accurate and concise reports. Ability to work independently and make sound decision with relatively little supervision. Ability to maintain adequate attendance.

Training and Experience:

Generally, positions in this classification will require:

Four years of professional experience providing leadership, coordination and management of staff and programming. Such experience would normally be gained after graduation from an accredited library school with a Master's Degree in Library or Information Science or a Bachelor's Degree in Education or a field related to the assigned program. 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:

Ability to meet the transportation requirements of the position.

The incumbent will be expected to adjust scheduled hours to lead evening and weekend programs.

Physical Requirements:

The incumbent will be expected to lift up to 50 pounds frequently. Must be able to frequently stand, walk, bend, kneel, stoop, reach overhead and repeatedly lift objects weighing up to three pounds. The incumbent must be able to assist in setting up room arrangements (including moving tables and chairs) and operate equipment.

| Department/Division | Comp. Group | Range |
|---------------------|-------------|-------|
| Library | 18 | 10 |

Approved:

Brad Wirtz

Human Resources Director

Date