



The mission of the St. Francis Public Library is to build community by bringing people, information, and ideas together in a welcoming environment.

JOB DESCRIPTION

This job description is intended to give an overview of the nature and level of assignments normally given to this position, and the duties and responsibilities herein should not be considered all-inclusive. The requirements of the job may change as the needs of the employer change.

POSITION: Library Director

GENERAL PURPOSE: Performs high-level administrative, technical, and professional work in directing and supervising the administration of the St. Francis Public Library.

SUPERVISION RECEIVED: Works under the supervision of the St. Francis Library Board pursuant to applicable State Statutes (Chapter 43).

SUPERVISION EXERCISED: Exercises day to day supervision over all St. Francis Public Library employees either directly or through subordinate supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Under the supervision of the Library Board, the Library Director:

- Manages and directs all library supervisors and operations of the library to active goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates library staff; reviews progress and directs changes as needed.
- Provides professional advice to the Library Board, library supervisors and St. Francis Common Council; makes presentations to the Library Board, Common Council, civic groups and the general public.
- Provides leadership and direction in the development of short- and long-range plans for the library; gathers, interprets and prepares data for studies, reports and recommendations; coordinates library activities with other city departments and outside agencies as needed.
- Acts as the library's public information officer; communicates official plans, policies, procedures and information to library staff, patrons and the general public.
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures to assure sound fiscal control but also to support a quality collection of materials, both physical and digital;

prepares library invoices and credit card statements and submits to the Library Board for approval and to the City for processing; prepares annual budget request; assures effective and efficient use of budgeted funds, library personnel, materials, the library facility and time.

- Manages the three library funds; facilitates a Library Trust/Endowment Fund and works with Friends of the Library on fundraising projects.
- Maintains library services and a welcoming environment through a receptive staff; address and resolve patron issues or concerns when necessary.
- Ensures that all areas of the library's collection are developed and maintained according to the library's collection development policies, including representing a wide variety of views, cultures and experiences.
- Determines work procedures, prepares work schedules and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations as well as to apply library technologies; keeps current on library technology trends.
- Coordinates all human resources functions with the City Administrator including payroll submissions, administering Library Board and City personnel policies and fringe benefit programs, monitoring and recommending staff compensation levels and providing staff training opportunities; provides feedback and support for library staff through periodic performance reviews.
- Works with MCFLS (Milwaukee County Federated Library System) and LDAC (Library Director Advisory Committee) on joint purchasing and maintaining shared automated systems.
- Works with library staff to provide a broad and diverse range of programs and activities; ensures that library programming and activities support the plans and goals approved by the Library Board.
- Maintains harmony among library staff and resolves conflicts; performs or assists library staff in performing their duties where necessary; addresses errors and complaints.
- Prepares policies, procedures and related information for Library Board review; supports staff in monitoring patron behavior and applying library policies as needed; ensures that all library-related laws, ordinances, reporting requirements are performed.
- Develops and implements plans for marketing the library to all stakeholders; serves as liaison between the library and Friends of the Library; represents the library at community activities and outreach events.
- Ensures that the library space has attractive and creative displays, signage, and brochures to promote the collection, services, and resources.
- Facilitates a library volunteer program as part of the library's community engagement efforts.
- Oversees routine custodial and maintenance of the library property and facilities; coordinates other necessary work with the City Administrator.
- Attends all meetings of the Library Board and at least one meeting per quarter of the Common Council; attends other meetings as may be requested by the Library Board, Mayor or Common Council regarding library issues.

Submits monthly reports on Library finances and operations for submission to the Library Board.

PERIPHERAL DUTIES:

- Recommends for adoption by the Library Board such measures as the Library Director may deem necessary or expedient.
- Prepares and submits to the Library Board and Common Council reports such as the annual State Library Report as may be required.
- Attends library related conferences and meetings.
- Keep current on trends and developments in the library field.
- Participate in continuing education opportunities as required to maintain Grade 1 certification.

EDUCATION AND EXPERIENCE:

- MLS from an ALA accredited institution.
- Wisconsin Grade 1 certification.
- Three (3) years of previous library work experience, preferably with prior supervisory responsibilities.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of modern policies and practices of public libraries; working knowledge of budgeting, human resources, supervision, marketing and library information technology
- Ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with library employees, Library Board and Common Council members, City staff and the general public; ability to efficiently and effectively administer a public library organization.

TOOLS AND EQUIPMENT USED

Requires frequent use of personal computers, including word processing, spreadsheet and database programs; calculator; telephone and copy machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the Library Director position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequently required to sit and talk or hear. The employee is occasionally required to stand, walk, use hands to finger, handle or feel objects, controls, or tools listed above; reach with both hands and arms.
- Must be able to lift 50 lbs and push carts containing up to 300 lbs.
- Adequate near and far vision required for close work and distance viewing. Adequate hearing required to communicate with patrons in person and on the phone, sometimes with moderate background noise.
- Majority of work is performed indoors inside the library building. Some outreach or programming work may be conducted outdoors.

WORK ENVIRONMENT:

- The work environment characteristics here are representative of those of the Library Director encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions; and
- The noise level in the work environment is usually moderately quiet.
- Travel is required to attend conferences, training, and work-related meetings.

Date Approved: _____