

NORTH SHORE PUBLIC LIBRARY

Library Director Position Description

Effective: 06March2014

OBJECTIVES:

As the Chief Executive Officer of the North Shore Library (NSL), the Director administers all aspects of library services. This includes overseeing the daily operation of the Library and exercising authority with regards to personnel, financial management, strategic planning, library automation and information technology, building facility, purchasing, collection development and community relations. The Director must be able to establish effective relationships with employees, Board members, the Friends of the Library, the NSL Foundation, and the governing bodies of the four communities (Glendale, Fox Point, Bayside and River Hills).

REPORTS TO:

NSL Board of Directors

ESSENTIAL JOB DUTIES:

1. Functions as Chief Executive Officer of the Library
 - Proposes policies to the Board of Directors (the Board) for approval
 - Implements policies established by the Board
 - Provides a monthly report to Board members, including current Library activities, trends and/or problems.
 - Provides professional expertise and guidance to the Board
 - Advises the Board on operational, staffing and facility changes
 - Maintains records and documents necessary for the administration and accountability of the Library
 - Represents the Library at the Milwaukee County Federated Library System level, governmental meetings, professional library organizations and community organization meeting.
2. Administers the overall program of Library services to the residents of our service area
 - Work with staff on the development and implementation of procedures and programs related to both public and private support services
 - Purchases and recommends for purchase equipment and materials for Library and patron use
 - Works with staff to provide a variety of programs that meet the needs and interests of the community
 - Encourages the participation of area business in the support of library services and programming for the community
 - Assures that the Library environment is pleasant and the facility and services are easy to use and meet the needs of our patrons

- Assures that staff is responsive to the needs of patrons and deals with them in a pleasant and professional manner
 - Share duties at the reference desk as scheduled (including evenings and weekends)
3. Administers Library Staff
 - Determines staffing requirements in accordance with policies outlined by Personnel committee
 - Recruits, selects, hires, supervises, evaluates, and terminates library staff
 - Interprets Board policy to the staff
 - Counsels and advises staff on personnel and patron problems
 - Encourages staff development by providing opportunities for the staff to attend job related workshops and conferences, and arranging for annual in-service training
 - Encourages staff awareness of library issues through reading of relevant professional materials
 - Communicates staff concerns to the Board
 4. Oversees Development of the Library Collections
 - Oversees the selection, purchasing and weeding of library material in all formats to maintain collections that fit within the constraints of the physical space available and addresses the needs and interests of the community, while keeping within the financial limits of the budget.
 - Recommends the creation or deletion of collections based on community needs, space availability and funding
 - Assures that the library materials are properly catalogued, circulated, shelved and easily available for patron use
 - Participates with other staff members in selection, and merchandising of material which reflects the interests and needs of library patrons and the community.
 5. Administers Budget and Reporting System
 - Prepares and administers the annual Library budget
 - Initiates, coordinates and implements a long-range planning process
 - Works with developer, architects, staff and Board on building projects
 6. Oversees Management of Library Property
 - Oversees maintenance of all Library properties and facilities
 - Plans for improvement and maximum utilization of the facility
 - Maintains an inventory of all library furniture and equipment with the location of items indicated
 7. Directs Public Relations for the Library
 - Represents the Library and the Board in activities of community organizations and committees
 - Works closely with local newspaper and community organizations to promote Library services
 - Serves as the liaison with the Friends of the Library and the NSL Foundation
 8. Fulfills Other Obligations to the Board of Directors
 - Prepares Library Board meeting agendas and necessary reports in cooperation with the Board president, and notifies the Library Board of scheduled meetings.

- Attends library related conferences and meetings which relate to the operation of the Library and its services
- Provides in-service training to Board members annually
- Reads professional literature, keeps abreast of new trends and developments in the library field
- Prepares the State annual report for review and approval by the Board
- Attends all meetings of the Board of Directors, and functions as recording secretary
- Performs other duties as assigned

QUALIFICATIONS:

1. Masters of Library Science from an ALA-accredited institution
2. Wisconsin Grade 1 certification
3. A minimum of 5 years of progressively responsible library experience
4. Demonstrated diplomacy and interpersonal skills
5. Excellent written and oral communication skills
6. Proficiency with technology and technological advances, including innovative interfaces
7. Ability to set priorities and work independently
8. Must be accessible and approachable
9. Valid Wisconsin driver's license

WORKING CONDITIONS:

1. Exempt employee, 40 hours a week minimum
2. Salary commensurate with education and experience
3. Work evening and weekend schedule as needed
4. Indoor office environment
 - Extended period of standing, walking, sitting
 - Occasional period of climbing or balancing, pulling/pushing items, lifting/carrying items, keyboarding, reaching with hands and arms, stooping, kneeling, crouching or crawling.
 - Weights up to 50 pounds are encountered
 - Vision requirements include close vision and ability to adjust focus
5. Must be able to transport oneself to work-related meetings, workshops, conferences, etc.

NOTE: This job description is intended to give an overview of the nature and level of assignments normally given to this position. It is not an exhaustive list of duties. Additional related duties may be assigned.