|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title:** | Library Director | **Employment Classification:** | Full-Time |
| **Department** | Brewer Public Library | **FSLA Category:** | Exempt |
| **Reports To**: | Library Board | **Pay Type:** | Salary |

**NATURE OF THE JOB**

The Library Director performs professional library activities requiring knowledge in all areas of public library administration and service. This position focuses on developing, supervising, and coordinating the work of the library and staff; performing managerial duties related to personnel, budget, policy development, collection development, general building maintenance, planning and library operations to provide a stellar library experience to residents of the city of Richland Center and surrounding areas. Regular travel related to community engagement and professional development is required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Acts as the library’s executive officer and advisor to the Board of Trustees. Serves as a consultant to the Board on matters of policy and procedure.
* Implement and update strategic plans to align library services with community needs and advancements in information technology. Recommend initiatives in support of adopted plans.
* Oversees daily library operations, including staff management, budget and contract administration, and collection development.
* Prepares and presents a budget for review and approval by the Board of Trustees; presents said budget to the City Administrator and City Council; administers approved budget and provides monthly reports to the Board.
* Manages board approved capital improvement projects. Collaborate with City personnel for the maintenance of library buildings and grounds.
* Prepares meeting agendas, materials and reports as directed by the Library Board.
* Prepares and submits all necessary reports as required by the Department of Public Instruction and other reports as needed to inform the Library Board, Common Council, and community of library usage and activity.
* Fosters community engagement through innovative programming, outreach, and collaboration with local organizations.
* Ensures compliance with library policies, intellectual property rights, and applicable laws and regulations.
* Represents the library in regional and professional networks, advocating for resources and the value of library services.
* Seeks grant funding as appropriate or delegates staff, or hires grant writers, and administers successful grants.
* Attends and actively participates in City Department Head, City Council, Library Board, Library Foundation, and some County Board and SWLS Director’s Council meetings as required.
* Acts as the public information officer for the library. Develop and implement a public relations plan, including the preparation of press releases, social media efforts, website, radio, and print communication and presentations to community groups to announce new or special services and events that spotlight the library.
* Serve as an advisor to the Brewer Public Library Foundation and Friends of the Library, and work collaboratively with it to identify funding sources and donors. Advise the foundation of library needs and plans.

**ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES**

KNOWLEDGE

* In-depth understanding of library science principles, practices, and trends, and a strong grasp of modern library technologies and systems.
* Familiarity with library collection development, cataloging, classification, and circulation processes.
* Knowledge of information literacy instruction methods and the ability to promote and provide library programming that meets community needs.
* Proficiency in budget management, financial planning, and resource allocation within a library context.
* Awareness of intellectual property rights, copyright law, confidentiality, and privacy issues as they pertain to library collections and services.
* Understanding of community engagement strategies and a commitment to fostering a welcoming and inclusive library environment.

SKILLS

* Strong leadership and team management skills, including the ability to motivate, mentor, and supervise library staff and volunteers.
* Excellent communication skills, both written and verbal, with the ability to convey complex ideas clearly and effectively to diverse audiences.
* Proficient computer skills, including knowledge of library management systems, digital databases, and software relevant to library operations.
* Strong organizational and project management skills, with the ability to prioritize tasks, meet deadlines, and manage multiple initiatives simultaneously.
* Analytical skills to assess library usage trends, community needs, and make informed decisions to enhance library services.

ABILITIES

* Ability to develop and execute a strategic vision for the library, aligning goals with the community's educational, cultural, and informational needs.
* Skill in building and maintaining effective relationships with community partners, local officials, library stakeholders, and professional groups.
* Demonstrated problem-solving abilities and a proactive approach to addressing challenges and seizing opportunities.
* Commitment to professional development and staying current with advancements in library science and related fields.
* Aptitude for fostering a culture of teamwork, collaboration, and open communication among library staff and users.
* The ability to articulate ideas, information, and instructions clearly and concisely in one-on-one and group settings. This includes the capacity to adapt communication style to suit different audiences from staff and patrons to the library board and elected officials.
* Strong written communication skills to produce well-structured and coherent documents, reports, emails, and other written materials. Attention to detail and accuracy in written communication is essential.
* Capability to deliver engaging and informative presentations to both small and large groups. This includes creating visually appealing and well-organized presentation materials.
* Proficiency in addressing conflicts and disagreements professionally and diplomatically. This includes the ability to mediate disputes, actively listen to all parties involved, and work toward mutually acceptable solutions.
* Ability to hire, train, supervise and discipline employees, coordinate and delegate workloads and work schedules, evaluate work performance and maintain an excellent standard of library service.
* Ability to interpret statistical data, analyze information, evaluate programs, and prepare clear and concise reports and recommendations.
* The ability to prioritize tasks, set deadlines, and allocate resources to ensure optimal productivity and timely completion of projects in a dynamic and fast-paced work environment while maintaining a positive public service attitude.
* Willingness to continuously develop and improve the knowledge, skills, and abilities in above-mentioned areas through active participation in appropriate continuing education activities.

**REQUIRED EXPERIENCE, EDUCATION AND CERTIFICATION:**

* Master’s degree in library science from an ALA accredited library school, and experience overseeing public library operations preferred; OR an equivalent combination of education and experience.
* Candidate must possess or have the ability to acquire a minimum of Grade II Wisconsin Public Library Certification.
* Possess a valid driver’s license

**PREFERRED QUALIFICATIONS**

* Three years of managerial and supervisory experience are preferred.
* Budget development and management experience are favorable.
* Experience in a public library is highly desirable.

**SUPERVISION/DECISIONMAKING**

This position reports to and receives direction from the Library Board. The Library Director will provide direct supervision and management of all Library personnel.

**PHYSICAL DEMANDS AND WORKING CONDITIONS:**

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* The employee is regularly required to sit, stand, walk, use hands and fingers to type, handle or feel, reach with hands and arms, and talk or hear.
* The employee is occasionally required to stoop, kneel, bend/twist, crouch, or crawl.
* The employee must regularly lift and/or move up to 50 pounds.
* Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
* The primary work environment includes both office spaces and public areas of the library, with potential exposure to dust, allergens, and chemicals used for cleaning and maintenance.
* The noise level is usually quiet to moderate, consistent with a library setting.
* The employee may be required to work flexible hours, including evenings and weekends, to accommodate library events, meetings, and operational needs.
* The employee may interact with a diverse group of library patrons, community members, staff, and volunteers.
* The employee will be expected to maintain a professional and respectful demeanor when dealing with difficult or challenging situations.

*The Brewer Public Library is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Brewer Public Library will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

*This job description does not constitute an employment agreement between the Brewer Public Library. This job description is intended to describe the functions and minimum requirements for this job. It is not to be construed as an exhaustive statement of all duties, responsibilities, or requirements. In addition, the Brewer Public Library reserves the right to add, change or delete functions of this position at any time. This job description supersedes all previous job descriptions for this position.*