

# Oshkosh Public Library Position Description

**Position:** Library Director

**Date:** July 2023

**General Purpose**

The Library Director is responsible for the leadership and vision of the Oshkosh Public Library (OPL). This position serves as the chief executive for the library and reports directly to the Library Board of Trustees, exercising considerable judgment and discretion and providing professional policy guidance on oftentimes complex issues. In addition, the Director works with numerous internal and external stakeholders and partners including the City of Oshkosh, the Winnefox Library System, the Winnebago Area Literacy Council, the community, and external organizations.

This is a senior leadership position within the City of Oshkosh and works closely with the City Manager, the Oshkosh Common Council, and other City departments to create and implement library goals that align with the mission and vision of the City of Oshkosh and address the needs of the library’s legal service area.

**Supervisor:** Oshkosh Public Library Board of Trustees

**Supervises:** Provides general supervision of all library staff. Directly supervises Assistant Director for Library Development, Assistant Director for Public Services, Head of Children’s and Outreach Services, Head of Collection Development, Head of Cataloging and Processing, and Maintenance Engineer, and Custodian.

**Salary Matrix Level:** L

<b>ESSENTIAL DUTIES AND RESPONSIBILITIES</b>	
<b>Duty / Responsibility</b>	<b>Performance Standards</b>
<b>Leadership and Strategy</b>	
Develops and communicates a strong vision for a 21st Century library.	A clear and compelling vision is shared by Library Administration, staff, and the Library Board. The vision informs decisions about collections and services and can be clearly communicated to the public.
Leads the library’s strategic planning efforts.	Strategic goals and objectives are reviewed and refreshed every 3-5 years; Mission, vision and values statements are reviewed at least every other planning cycle (i.e., at least once in about 10 years).

<p>Directs the library to achieve goals and serve the community.</p>	<p>Annual strategic action plans are formulated with board oversight; action plan progress is tracked and reported; staff and other resources are mobilized to make continuing progress on goals and objectives.</p>
<p>Develops library policies and procedures, in conjunction with the library’s leadership team, to guide programs and services.</p>	<p>Policies and procedures are up to date; policies provide clear statements of intended courses of action or principles of service, consistent with Library values; procedures give staff clear guidance on the tasks to be performed and the standards to which they should be performed.</p>
<p>Serves as coordinator and technical advisor for the Library Board of Trustees</p>	<p>The Library Board is supported in the fulfillment of its administrative responsibilities with agendas and informative support materials for all meetings. The Board receives expert advice on strategies, policies and deployment of resources consistent with best practices in American public libraries and the needs of the community.</p>
<p>In conjunction with Library maintenance staff and the City of Oshkosh Purchasing Department, oversees long range planning of capital projects and the library facility to anticipate future needs and to ensure good stewardship of the community’s investment in the library.</p>	<p>Major capital projects are identified, properly specified, and their costs projected. Library Board review is coordinated with the City’s annual capital improvement planning process so that library projects are considered for funding along with all other City capital projects. Library administration coordinates effectively with the City Purchasing Department to carry funded library capital projects to completion (specification, bidding, contractor access and interaction, etc.).</p>
<p>Develops library budgets that responsibly deliver library services to the community, balancing resources that are available with the community’s evolving expectations and demands.</p>	<p>Operating budgets are developed according to City standards and schedules, with Library Board oversight and approval. Library Administration manages operating expenses responsibly, with sufficiently transparent reporting to enable Library Board oversight.</p> <p>Endowment fund project budgets are proposed and managed to achieve beyond the scope of the operating budget. Endowment funds are managed and expended in accordance with established Library Board policies.</p>

Maintains a regular presence in the community, increasing the library's visibility and connecting with other community leaders.	Opportunities for high level collaboration and partnerships that align with the Library's mission and strategic goals are discovered and explored; leaders of other community organizations approach the library with opportunities for high level collaboration and partnerships.
Operates as a Department Head for the City of Oshkosh, serving on the City Manager's Leadership Team and advisory committees.	Relationships with City Manager, City Council, and other City Department and Division Heads are nurtured through various meetings and opportunities for interaction. Results of relationship-building are demonstrated through participation in City processes (weekly staff meetings; strategic planning, etc.) and through effective collaboration with other City staff.
Maintains a positive and productive working relationship with the director of the Winnefox Library System.	Oshkosh Public Library actively participates in and supports WLS initiatives; honors financial commitments to the system; makes building use decisions that are in the best interest of both parties; and collaborates with WLS to build local and statewide support for libraries.
<b>Operational Effectiveness</b>	
Provides oversight of the library's finances in accordance with established laws and policies.	Operating and endowment fund budgets are monitored, adjusted when necessary, and clearly explicated upon request.
Pursues grant funding opportunities and oversees grant reporting.	Opportunities to secure grant funding for library activities are seized when appropriate; Library board is kept apprised of grant activities.
Establishes strategic objectives and performance standards.	High-level strategic aims are translated into practical actions, exemplifying best practices, with intended outcomes that are defined and, when possible, measurable.

Effectively leads and motivates staff, delegates tasks, and manages the day-to-day operation of the library.	From the public perspective, the library operates smoothly, staff are competent and helpful, and the community's reasonable expectation of high-quality collections, programs, and services is fulfilled. The Director and the management team address management and supervisory challenges constructively, consistently, and with due discretion.
Supports staff's knowledge and expertise through development and providing resources and autonomy to carry out their responsibilities.	Library staff have the resources and tools to carry out the responsibilities expected of them. Supervisory staff provide guidance and support to empower staff in accomplishing their duties.
Facilitates positive change management practices and supports staff resilience.	Leads with vision, energy, and integrity, always focused on improving library service to the community. Collaborates to achieve shared vision of change. Analyzes and organizes staff and other resources to effectively implement change. Communicates clearly and honestly with the public and staff about both opportunities and challenges of change.
<b>Community Responsiveness and Outreach</b>	
Leads and fosters an inclusive culture that welcomes creative and innovative ideas while fostering respect among staff and community members.	Demonstrates a high degree of emotional intelligence, allied with a receptive attitude toward constructive input. Shows commitment to welcoming contributions that express a wide variety of viewpoints from a wide variety of backgrounds. Since it is not possible to implement all good ideas or suggestions, consistently communicates decisions and their reasons with sensitivity and civility.
Establishes community-driven priorities, developing processes that include direct input from a diverse representation of the community.	Shows commitment to gathering community input on plans and services; accounts for the impact of community listening on resulting plans and actions.
Creates and supports opportunities for community engagement through public meetings, community conversations, and outreach.	Demonstrates robust engagement of Library staff with members of the community.
Advocates for the library, while serving as the primary spokesperson and liaison between the library and the federal, state, and local government agencies.	Represents the library in all venues where it will advance the library's ability to serve the community with excellent library collections, programs, and services.

<p>Makes presentations on behalf of the library and serves as a spokesperson for the library with the media.</p>	<p>Is recognized as a skilled, engaging, and persuasive representative of the library.</p>
<p><b>MINIMUM WORK REQUIREMENTS:</b></p>	
<p>Master's degree in Library Science from an ALA accredited library school, eligible for Wisconsin Department of Public Instruction Public Librarian Grade I Certification.</p> <p>Five or more years of increasingly responsible professional library experience including management and supervisory experience or other combinations of training and/or experience which translate to the knowledge and abilities necessary to perform the duties of this position, as well as demonstrated:</p>	
<ul style="list-style-type: none"> <li>• Thorough knowledge of the philosophies, principles, and practices of public library administration, ideally in the context of a municipal library.</li> <li>• Considerable knowledge of budgeting and fiscal control.</li> <li>• Knowledge of library technology and digital services.</li> <li>• Ability to operate with integrity, building cooperation and collaboration.</li> <li>• Ability to supervise and direct staff.</li> <li>• Ability to develop both short- and long-range strategies for implementing programs and services.</li> <li>• Ability to communicate effectively.</li> <li>• Ability to interpret complex statistical data.</li> <li>• Ability to maintain positive relationships with colleagues, City, County, and State government entities. Serves on the City Manager's leadership team and advisory committees.</li> <li>• Knowledge of modern office equipment, MS Office Suite and other digital platforms that facilitate collaboration both internally and outside the library.</li> <li>• Ability to possess and maintain a valid Wisconsin driver's license</li> </ul>	

**TOOLS AND EQUIPMENT USED**

Typical office equipment, computers and software, photocopier, telephone, and printers.

**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 this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be required to stand for extended periods of time; talk and hear; use hands to dial, handle, or feel objects or controls; and reach with hands and arms. The employee may be required to kneel, walk, stand, bend, twist, push and pull. Job requires employee to be able to push carts and lift boxes weighing up to 50 pounds.

**WORK ENVIRONMENT**

Between 30 and 35 hours per week are spent in a typical office environment. The remainder of the time is spent in off-site meetings or traveling to meetings. This person typically has one or two off-site meetings per week.

**SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview; background check; and job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee. It is subject to change by the employer as the needs of the employer and requirements of the job change.