


City of Janesville  Position Description	Position Title	Library Director		
	Department	Hedberg Public Library	Division/Office	Administration
			Date Updated	July 12, 2023
	Full/Part Time	Full-Time	Union/Non-Union	Non-Union
	Reports to	Library Board	Supervisory Position	Yes
	FLSA Status	Exempt	Pay Grade	HPL 14 Admin 13

CITY OF JANESVILLE DIVERSITY STATEMENT:

The residents of Janesville choose this community not just as a place to live, but as a place to realize life's opportunities. We strive to sustain a community culture where differences are recognized, understood, and appreciated. As such, the City of Janesville recognizes the importance of developing an environment where diversity is not merely accepted but embraced and celebrated. As public servants, we believe everyone has the right to be treated with dignity and respect. To this end, we will diligently recruit and retain the most talented employees in an environment that fosters maximizing one's potential. Therefore, we encourage individuals from all backgrounds, perspectives, and experiences to consider employment with the City of Janesville to serve the residents of "Wisconsin's Park Place".

OBJECTIVE:

Subject to administrative approval and consistent with the directives of the Hedberg Public Library Board of Trustees, the Library Director serves as the Chief Executive Officer. The Library Director performs highly responsible administrative and professional library work in developing, planning, and directing all policies, programs, operations, and activities of the Library. This position works directly with the Hedberg Library Friends and Foundation to further develop the endowment, fundraising, and general support of the Library, and advises the Library Board of these initiatives and long-range needs. As the leader of the Library's management team, the Library Director is primarily responsible for the overall direction, organization, and coordination of all units within the Library and improving public library services to the community.

RELATIONSHIPS:

Reports to: Library Board of Trustees (the Board).

Supervises: Directly supervises the Assistant Library Director, Community Engagement Coordinator, Marketing Manager, Facility and Operations Coordinator, JM4C Coalition Director, JATV Media Services Director, Library Branch and Personnel Manager, Ground Floor Manager, Administrative Assistants, and the Business Technician. Indirectly supervises approximately 70 Library, JATV, and JM4C employees.

Has regular work contact with elected and appointed City officials, City Department, Division, and Office Heads and staff, Hedberg Library Friends and Foundation Boards and committees, state and national library organizations, local media, area organizations, contractors, vendors, and the general public.

ESSENTIAL DUTIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions. Essential duties are not necessarily listed in priority order.

1. Works with the Board to establish long-range strategic goals and objectives that align with the Library's mission, vision, and values and meets the needs of the community; develops and recommends policies to the Board; ensures that policies and procedures are implemented successfully.
2. Serves as the Library's Chief Executive Officer; plans and directs the operations and activities of the Library within the established policies, procedures, and practices established by the Board, with assistance from the leadership team.
3. Develops an effective and collaborative leadership team within the Library; works with the leadership team regarding planning strategies, library operations, and problem solving.
4. Provides staff support to the Board; prepares meeting agendas, minutes, and submits monthly reports to the Board; conducts orientation to new Trustees and acts as a resource to Board members.
5. Oversees the development and administration of library programs and collections to ensure the Library provides the most current quality materials that meet the needs of the community, including circulation, reference, children's services, community services, and public education.
6. Supervises direct reports; participates in staff interviews, as necessary; hires, and trains new employees; plans, coordinates, assigns, and reviews work; conducts performance evaluations; recognizes employees; confers with City Attorney and Human Resources Director on personnel matters; addresses complaints and resolves problems, including administering discipline or termination, if appropriate.
7. Prepares the annual Library operational and capital budget for the Board's review; follows established expenditure procedures; monitors revenues and expenses throughout the year; oversees the accounts payable process.
8. Confers with federal and state agencies, other public libraries, corporations, and community groups in the development of library programs for the community and assists in coordinating interlibrary program efforts.
9. Prepares, certifies, and submits the Library annual report to the Department of Public Instruction; processes and submits all annual updates to the state and federal government for both the Library and the Foundation; serves as the public records official for the Library; follows the adopted records retention policies and procedures.
10. Works in conjunction with the Board and special groups as needed for the creation, implementation, and execution of fund-raising through capital and endowment campaigns, grant support, and any other public or private fundraising.

11. Serves as Chief Financial Officer (CFO) to the Hedberg Public Library Foundation and provides administrative support; attends meetings and participates in activities of the Friends of the Hedberg Public Library to further the mission and services of the Library; works with the Arrowhead Library System (ALS) on cooperative projects and serves as ex-officio member on the ALS Board.
12. Initiates continued improvement in library services, facilities, and collections; evaluates library operations and service programs; attends seminars and conferences to obtain knowledge of current trends and new programs, services, and technologies.
13. Directs the development, repair, improvement, cleanliness, and maintenance of the Library grounds and facilities; oversees public use of library facilities.
14. Keeps the public well informed of the Library's activities, accomplishments, and challenges; serves as spokesperson for the Library; oversees the development and administration of a public relations plan; makes presentations to community groups upon request; responds to the media.
15. Provides timely and courteous responses to public inquiries and complaints, with an emphasis on delivering excellent customer service to the general public.
16. Serves in various management capacities, including as Business Official for Janesville Mobilizing 4 Change (JM4C); supervises JATV staff and activities; serves as a key member of the City's leadership team.
17. Develops, maintains, and implements emergency procedures and other safety precautions; maintains a safe library environment
18. Performs other special projects and duties as assigned or required during regular and non-business hours, including providing support as a part of any Library or City response to essential or emergency operations.

MINIMUM POSITION REQUIREMENTS/QUALIFICATIONS:

Education and Experience:

Minimum education and experience required to perform the essential duties of the position.

1. Graduation from an American Library Association (ALA) accredited college or university with a Master of Library and Information Science degree.
2. A minimum of seven (7) years of progressively responsible professional librarian and managerial experience within a public library, coupled with at least five (5) years of experience at the director or department head level is required.
3. A minimum of five (5) years of supervisory management experience in a public library setting is required.
4. Hold a Wisconsin Public Library Director Grade 1 Certification, or attain within one (1) year of hire.
5. A valid state-issued driver's license at time of hire is required.

For successful performance in this position, the incumbent must demonstrate the following knowledge, skills, and abilities.

Knowledge of:

1. Principles, practices, and techniques of modern municipal library administration and operations.
2. Principles, practices, and techniques of effective management and employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
3. Administrative principles and practices, including goal setting, program development, and project management.
4. Budget preparation and management.
5. Collection development strategies and resources.
6. Current and emerging technologies in library services, information technology, and information literacy.

Skill in:

1. Strong proactive and progressive leadership skills and highly developed management skills to efficiently organize, direct, and coordinate the activities, personnel, and equipment of a multi-functional public library.
2. Strong supervisory skills, including planning, organizing, assigning, directing, training, mentoring, and evaluating staff work.
3. Excellent analytical, statistical research, and decision-making skills.
4. Process improvement efforts that result in greater efficiency in library services.
5. Demonstrated record of success in leadership of senior staff members, succession planning, encouraging staff in creative problem solving and innovation, and fostering a thriving culture of teamwork within the Library.
6. Working effectively with representatives of businesses, other libraries, community groups, and other government agencies.
7. Analyzing complex administrative information and issues, defining problems, evaluating alternatives, and recommending methods, procedures, and techniques to resolve issues.
8. Strong budgeting and fiscal management skills, with the ability to seek outside revenue sources and manage effectively within budgetary constraints.
9. Strong organizational and time management skills to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
10. Exceptional professionalism and a strong ethics base built upon integrity, honesty, initiative, and respect.

11. Effective interpersonal communication skills, including the provision of high-quality verbal and written communication skills with Library and City personnel, community organizations, elected and appointed officials, news media, and the general public.
12. Grant application, implementation, and administration.
13. Maintaining a safe workspace with pro-active education of safety for employees.
14. Intermediate proficiency in computer applications, including Microsoft Excel, Word, Outlook, PowerPoint, automation systems, and library software programs.

Ability to:

1. Establish efficient and realistic plans that clearly convey the mission and philosophy of the Library.
2. Act as a catalyst for change, be open to new ideas, and share the Library's vision with all stakeholders.
3. Identify Library needs and prepare and implement plans to acquire materials to meet those needs within financial resources.
4. Effectively make presentations to small and large groups of individuals, handle public speaking obligations, and successfully communicate with the general public and media.
5. Work collaboratively with other Department, Division, and Office Heads to accomplish cross-departmental initiatives.
6. Effectively utilize the principles of strategic and long and short-range planning.
7. Develop detailed studies and analyze data and reports.
8. Maintain clear and concise records and organized files.
9. Cope with stressful situations firmly, courteously, and tactfully.
10. Work with professional independence within the policies established by the Board and City Manager and take the initiative when appropriate, understanding when to advise the Board or City Manager of issues or concerns.
11. Communicate effectively in verbal and written form with business representatives, elected and appointed officials, Department, Division, and Office Heads, the general public, and staff members with courtesy and tact.
12. Work with others in a positive and supportive manner to solve problems, generate ideas, and accomplish Library goals; have a positive record of team building, including a reputation for dealing fairly and effectively with all employees.
13. Effectively direct, supervise, and train employees and manage employee issues within the Library.

14. Consider conflicting needs, options, and information to make difficult decisions and exercise sound judgment in evaluating situations and making critical decisions.
15. Maintain strict confidentiality and discretion within the provisions of open records laws and other applicable state and federal statutes and regulations.
16. Possess a high level of integrity, exemplify a professional work ethic, demonstrate tact and decorum, and display a positive, welcoming, and friendly attitude to all.
17. Multi-task, organize work, manage multiple projects simultaneously, adapt to changing priorities, meet critical deadlines, and work smoothly and cooperatively on a variety of projects.
18. Draft business correspondences and reports clearly, concisely, logically, and effectively, utilizing proper grammar, spelling, punctuation, sentence structure, and tone.
19. Perform moderately complex mathematical and financial calculations, including the ability to add, subtract, multiply, and divide into all units of measure, using whole numbers, common fractions, and decimals; compute percentages, present value, and interest rates; analyze trends and interpret statistics.
20. Make decisions according to applicable laws, regulations, established procedures, and the directives of the Board.
21. Read and interpret documents such as safety rules, operating and maintenance instructions, and procedural manuals.
22. Leverage new technologies to develop a vision and new strategies to support changing community needs.
23. Prioritize and promote equity, diversity, and inclusion among Library staff members and the Board.
24. Work effectively in a collaborative team environment with all levels of personnel.
25. Maintain an atmosphere conducive to job productivity and satisfaction where team goals are aligned to meet Library objectives.
26. Establish and maintain effective working relationships with the Board, City Manager, City Council, Friends of Hedberg Public Library, Hedberg Public Library Foundation, library professionals and staff, City of Janesville employees, outside governmental agencies, community groups and leaders, vendors, service providers, local media, and the general public.
27. Effectively respond to inquiries and complaints from the general public.

EQUIPMENT, INSTRUMENTS OR MACHINES:

Machinery and equipment including computers, printers, photocopier, telephone, fax machines, scanners, and other standard office equipment.

PHYSICAL FACTORS:

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 regularly works in an office environment. An individual in this position is frequently involved in sedentary work, which requires sitting for the majority of the time. This position occasionally walks, stands, stoops, kneels and exerts up to 20 pounds of force by lifting, carrying, pushing, pulling, or otherwise moving objects. The employee is frequently required to see/observe, talk/speak and listen/hear; use their hands to finger, handle, feel or operate objects and equipment. The employee may be required to climb, balance and push carts of up to 100 pounds. In rare occasions, the employee may be required to carry up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of equipment. Employee is required to use cognitive ability to reason, analyze and verbalize thoughts and ideas. Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials or tasks.

The employee will spend the majority of the working day inside speaking with other employees or members of the public in a typical office setting. Work may include some evening or weekend hours and may involve contact with dust.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by people assigned this job. They are not intended to be an exhaustive list of all responsibilities, duties, tasks, and skills required of personnel so classified. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical component of the position, or is responsive to the needs of the City of Janesville.

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

The City of Janesville, Wisconsin, is an Equal Employment Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.