**City of Hartford**

**Job Description**

Position Title: Library Director

Department: Jack Russell Memorial Library

Supervisor: Jack Russell Memorial Library Board of Trustees

FLSA: Supervisory, Department Head

Compensation: Salary is negotiable based on qualifications

**GENERAL POSITION DESCRIPTION**

Manage, supervise, lead, and direct operations of Jack Russell Memorial Library. A leadership position responsible for complex library operations and provision of library services to the public. Provides professional, effective, and efficient public service assistance to the public. A department head of the City of Hartford, reporting to the Library Board.

**SPECIFIC POSITION RESPONSIBILITIES**

1. **General Administration and Management**

* Demonstrate leadership: Take initiative, solve problems, embrace innovation, manage change, and encourage a positive work environment.
* Direct, plan, administer and evaluate all library operations.
* Provide friendly and efficient direct assistance to patrons checking out materials, requesting directional or community information, or seeking materials or information on specific topics.
* Prepares library board meeting agendas and necessary reports in cooperation with the library board president. Post the agenda in compliance with Wisconsin’s open meetings law. Notifies board members and the public of scheduled meetings.
* Develop and recommend policies to the library board. Ensures the library board regularly reviews and updates policies.
* Implement and enforce library policies.
* Prepare the annual budget.
* Direct and monitor all expenditures and revenues to meet the recognized objectives of the library board.
* Provide monthly financial and statistical data to the library board to assist in establishing long and short-term priorities.
* Onboard new trustees and serve as technical advisor to the library board. Promote and share continuing education opportunities for the library board.
* Work closely and collaboratively with the City of Hartford Building Supervisor on the maintenance of the library building and grounds as outlined in the library’s Memorandum of Understanding (MOU).
* Participate in regular meetings of directors of the Monarch Library System and Washington County. Meets with the City of Hartford Administrator weekly and attend bi-weekly Department Head meetings. Attend Common Council meetings as needed.
* Prepare the state annual report for review and approval by the library board and submit it to the Division for Library Services.
* Oversee collection development including print and electronic materials, items such as board games, and passes to local attractions in southeastern Wisconsin based on the library’s approved collection development policy.
* Maintain the website to ensure accuracy, functionality, and user access.
* Administrator and update the library’s template in the Monarch2Go app.
* Manage the library’s Google and Bing online business listings,
* Update the library’s social media accounts.
* Update and oversee three TV screens in the library for marketing events and programs.
* Other duties as assigned by the Library Board of Trustees

1. **Planning, Organization, and Evaluation**

* Work with the library board to maintain and update the library’s mission statement, strategic plan, and annual goals.
* Continually evaluate the effectiveness of library services in relation to changing needs of the Hartford community and submit recommendations to the library board
* Plan, organize, coordinate, and direct library services to meet the immediate and long-range goals of the library and the community.
* Identify and uphold standards of excellence for all operations.
* Continually review and evaluate workflows and seek efficiencies and improvement to make the best use of resources.
* Investigate innovations and trends and facilities testing of new technologies, materials, and equipment to improve operations.
* Analyze data affecting the library’s operations such as legal, physical, and statistical factors.
* Maintain record showing all programs offered and the number of attendees at each program.

1. **Personnel Management**

* Develop job descriptions and ensure periodic revisions.
* Oversee employee hiring, evaluation, firing, and promotions.
* Manage scheduling, organizing, and supervising work operations.
* Define expectations for staff performance and set goals for service and performance.
* Promote high staff morale and a strong, positive workplace culture.
* Provide opportunities for staff continuing education and development. Encourage staff professional growth at all levels by supporting participation in professional associations, workshops, seminars, classes, and activities.

1. **Community Relations and Professional Development**

* Recommend and administer public relations and marketing programs. Monitor the public perception of the library and its services.
* Seek fundraising and grant opportunities.
* Represent the library and speak before community groups and other organizations regarding the objectives and activities of the library.
* Establish and maintain effective and positive relationships with government agencies, elected officials, community groups, businesses, the City of Hartford, and the general public.
* Serve and facilitate the work of the Friends of the Hartford Library. Serves as ex-officio on the Board of the Friends of the Hartford Library.
* Active participation in professional development opportunities to enhance skills.
* Maintain an awareness of developments and trends in the library field.

**SKILLS, KNOWLEDGE, AND ABILITIES**

* Excellent interpersonal skills.
* Apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving a few concrete variables in standardized situations.
* Communicate ideas and information in both verbal and written form.
* Analyze data and information using established criteria, in order to determine consequences and identify and select alternatives.
* Compare, count, differentiate, measure, copy, record, and transcribe data and information. Classify, compute, tabulate, and categorize data.
* Utilize a variety of advisory data and information such as City ordinances, directories, State Statutes, procedures, guidelines, Library Board Policies, professional standards, and non-routine correspondence.
* Calculate percentages, fractions, decimals, volumes, ratios, present values, and spatial relationships. Ability to interpret basic descriptive statistical reports.
* Work well under pressure and handle stressful situations, organize work and set priorities, manage time and resources to meet deadlines and changing demands within the entire operation, and perform duties with a minimum of supervision.
* Knowledge of public library principles, practices, operations, and collection organization.
* Effective communication with patrons and staff in a tactful, diplomatic, and friendly manner.
* Work effectively in cooperation with fellow employees as a member of the staff team.
* Resourcefulness and creativity in approach to requests.
* Make presentations to varying-sized groups of elected officials, governing bodies, and community groups.
* Work in and maintain an environment that deals with sensitive and confidential information.
* Perform basic computer operations, troubleshoot problems, manage an automated circulation system and equipment, and access external databases.
* Establish and maintain priorities and deadlines.
* Produce and maintain organized files and reports.
* Knowledge of municipal budgeting, fiscal management and strategic planning.
* Success in building partnerships with city departments, community organizations, school districts, and Friends of the Library.

**Competencies**

* **Visioning** – Visualize the library’s future state including but not limited to structure, culture, leadership, and target marketing and criteria for long-term, sustained success.
* **Leading and managing change** – Continuously challenges the status quo and leads the necessary changes. Provides information and gathers feedback about changes that allow others to create organizational agility.
* **Inspirational Leadership** – Develop commitment in others by setting a personal example, demonstrating enthusiasm, empowering the workforce, and appealing to what motivates them.
* **Customer focus** – Respond to the needs and expectations of patrons, donors, and community members.
* **Fundraising** – Provide direction and serve as the primary contract for foundations, government, and donors.
* **Passion for mission** – Demonstrate and communicate passion for the library’s core purpose and identity with the library’s mission and inspire others about the mission.
* **Credibility** –. Demonstrated honesty, sincerity, humility, and respect for individuals while modeling organizational values. Inspires trust in and from others.
* **Achieves results** – Improve and sustain superior business performance, develop and follow through on priorities, delegate appropriately, hold people accountable, make financially sound decisions, optimize resources, and initiate efficient work processes.
* **Intelligence and judgment** – Demonstrate capacity to analyze, synthesize, and integrate information to effectively identify and solve problems. Makes informed decisions, and successfully addresses complex organizational challenges.
* **Community development** – Develop strong external loyalty to the mission and values of the library and bring strong community and civic leadership relationships to leverage goodwill and financial support for the organization.
* **Financial development** – Ensure generally accepted accounting principles are continually adhered to and related to all budget and financial matters. Understand and manage operations within budget constraints.
* **Talent management** – Demonstrate the ability to attract, align, develop, and retain a talent pool needed to meet and exceed the library’s goals.
* **Strategic thinking** – Provide focus and long-term direction for the constant stream of organizational and individual action.
* **Interpersonal savvy** – Build appropriate rapport and constructive, effective relations both internally and externally. Relate well to people of different backgrounds and exhibit genuinely warm and approachable behavior. Listen attentively to understand the needs, intentions, and values of others. Understand all the partners of the Library Director including but not limited to the Common Council, City Administrator, Mayor, DPW, Building Supervisor, Library Board, community, school districts, etc.

**EDUCATION AND EXPERIENCE**

Master’s degree in library science from an ALA-accredited institution with five (5) years of progressively responsible management and operations experience at a public library. Three years of supervisory experience. Wisconsin Department of Public Instruction Grade one (1) Library Certification. Valid state driver’s license or ability to obtain one within three (3) months.

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee is frequently required to sit, stand, walk, sit, use hands to finger, handle or feel objects, tools, or controls; and talk and hear. The employee is occasionally required to reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl, and smell.

The employee must regularly lift and/or move more than 50 pounds and frequently move book trucks up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust and focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The noise level in the work environment is moderately quiet. While performing the duties of this job, the employee will primarily work in inside conditions.

The ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use, irate individuals, and intimidation may cause discomfort and pose a limited risk of injury.

Work does involve flexible work hours, including evenings and weekends.

The duties listed are intended only as an illustration 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.

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

Signatures

Employee Date

Library Board President Date

Approved by Jack Russell Memorial Library Board of Trustees April 1, 2015, revised 09/08/2021; revised 08/09/2023