

PLEASE POST
Employment Opportunity for
LIBRARY DIRECTOR

CITY OF BROOKFIELD
Department of Human Resources

SUMMARY: The Library Director is responsible for planning, managing and administering all phases of library operation in accordance with the mission, goals and objectives, policies and budgetary decisions of the Library Board and the City of Brookfield. The position is responsible for the employment and direction of staff, care of the library facility and equipment, for the efficiency of the library's service to the public, and for the operation of the library under the financial conditions set forth in the annual budget. This position reports directly to the Library Board of Trustees and the Mayor, and serves as a member of the City's department head team.

ESSENTIAL FUNCTIONS:

- Acts as executive officer to the Library Board of Trustees. Keeps Trustees informed of current service needs, interests and developments in librarianship and technology that affect materials, programs and services.
- Drafts and recommends policies and procedures for Board action and attention, and ensures that such policies and procedures are implemented and kept current.
- Directs and supervises all administrative support services for the Library.
- Regularly reports to the Library Board and City officials on operational activities and service levels. Initiates and manages change.
- Evaluates the effectiveness of library services in relation to changing needs within the community.
- Outlines goals and objectives, prioritizes the organizational structure for the Library, and measures effectiveness.
- Allocates resources while monitoring and reporting on progress.
- Prepares the annual budget and controls, and monitors all expenditures to meet recognized objectives of the Library Board.
- Assigns duties and makes reassignments as necessary to ensure most effective use of staff. Coordinates the continuing training and development of administrative staff.
- Works with administrative staff to ensure that performance standards are in place and that staff receive appropriate training, coaching and evaluation to meet the Library's service objectives.
- Actively promotes a work environment that fosters team building, collaboration and problem solving.
- Encourages creativity, acceptance of responsibility and accountability and open lines of communication among all levels of staff. Ensures City personnel policies and procedures are followed.
- Serves as the Library representative to the community, City officials, educational, cultural and social organizations, businesses, and other civic groups to promote the Library's mission and goals.
- Plans, implements and maintains an effective customer service program.
- Promotes effective communication with library patrons on issues regarding library policies and procedures.
- Participates in local, regional, State, and national professional organizations.
- Maintains and fosters good working relationships with other City departments.
- Serves as the Library's liaison to auxiliary groups. Monitors library legislation trends and advocates for beneficial results.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990 and related legislation.

THE REQUIREMENTS:

1. Master's Degree in Library and Information Science from an ALA accredited university.
2. Possess, or be eligible for, a Grade 1 Wisconsin Library Certificate.
3. Five years of progressively responsible library management and supervisory experience in a public library.
Equivalent combinations of training and experience will be considered.

2022 SALARY RANGE: Salary Grade 10 \$106,101.58 - \$137,932.08 annually with excellent benefits.

Applications will be accepted through **FRIDAY, OCTOBER 21, 2022**. This deadline may be extended to meet the needs of the City.

APPLY ONLINE through NEOGOV via the City of Brookfield's website (www.ci.brookfield.wi.us) by first clicking on the job title and then on the "Apply" link. An email address is necessary to apply online. First-time applicants must establish an account, including creating a username and password. After an account has been established, applicants should select the "Build Job Application" link to continue the application process. Additional documents, including resumes, may be attached to the application, however the application must be completed in its entirety to be considered further. You will receive an email confirming that we have received your application. It is important that your application show all the relevant education and experience you possess. Applications may be rejected if incomplete. **Online applications are stored on a secure site. Only authorized employees and hiring authorities have access to the information submitted.**

For assistance click on "HELP" or, during business hours, contact Applicant Support @ 1-855-524-5627 Option: 1 or Ann Harvancik at (262) 787-3607 in the City of Brookfield H. R. Department.

08/30/22 2022-26 THE CITY OF BROOKFIELD IS AN EQUAL OPPORTUNITY EMPLOYER AND VALUES AND ENCOURAGES DIVERSITY.

LIBRARY DIRECTOR