

Library Director Position Profile

City: River Falls, WI
Population: 15,040
Salary Range: \$79,400-\$108,800



City of River Falls

The City of River Falls is a thriving and growing community located 30 miles east of the Minneapolis/St. Paul area in Northwestern Wisconsin. With a population of over 15,000 residents and 6,400 college students, the City offers excellent schools, 23 parks, miles of hiking and biking trails, safe neighborhoods, healthy economic growth, and a vibrant downtown.



This City is home to the Kinnickinnic River, a Class 1 trout stream and Whitetail Ridge, a premier mountain biking destination. Residents and visitors also enjoy our six golf courses and nearby Willow River State Park and St. Croix River. Year-round festivals, parades, and art fairs showcase River Falls' small town charm and community spirit.

For additional information about living and working in the City of River Falls visit:

www.rfcity.org
www.rfchamber.com

In River Falls, residents care deeply about the environment. In 2017, the community was ranked first in the state and fourth in the nation for green energy usage by percentage of residents. River Falls was also the first municipality in Wisconsin to install a community solar garden.

The University of Wisconsin – River Falls brings students from around the world to our community and provides residents with multiple learning, recreation, and cultural opportunities. Chippewa Valley Technical College attracts businesses looking for skilled workers in high-demand fields.

City of River Falls Leadership/Customer Service



Organization

The River Falls Library Foundation was established to enhance the quality of the River Falls public library services to the community by securing resources to support library programs and projects not normally met by public funding.

The River Falls Public Library is responsible for collecting and providing informational, educational, recreational, and cultural materials including non-print resources with free access to all people.

Governance

The Library Board's duties include administering the library under authority and powers granted to the board as contained in Chapter 43 of the Wisconsin Statutes. Members are appointed by the Mayor and serve three-year terms. The Library Director reports to the Board.



City of River Falls Customer Service Model

Put people first

- Engage customers
- Practice empathetic listening
- Create high quality outcomes and exceptional customer experiences

Pursue excellence

- Display professional image and conduct
- Act with integrity
- Communicate effectively in a timely manner

Embrace change

- Demonstrate flexible problem solving
- Embrace innovation
- Ask "Why?"

Serve the community

- Demonstrate passion and pride for your job
- Have a positive impact on your community
- Provide continuous feedback

Library Director Position Summary

Reporting to the nine-member Library Board of Trustees and the City's Assistant Administrator, the Library director has primary responsibility for the River Falls Public Library, overseeing and coordinating operations of full-time, part-time and volunteer service personnel.

Strategic leadership

In the first year, the Library Director is expected to:

- Review the strategic plan, and long and short term goals with the Library board;
- Review current staffing model and make recommendations as necessary;
- Review and present 2019-2020 Library budget and five-year capital improvement plan;
- Establish and maintain regular communications with library staff;
- Prepare sustainable long-range fiscal plan for library operations; and
- Develop relationships with area and statewide peer groups.

Essential functions

- Work with the City and Library Board to set operational and budget priorities
- Manage and supervise personnel
- Track national/international trends and best practices; implement new activities and programs that support the mission
- Advocate for and promote the Library
- Develop and manage Library budget
- Participate in public service activities

Supervisory responsibilities

The Library Director will directly supervise:

- Librarian supervisors
- Event coordinator
- Library aides

Supervisory responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; evaluating performance; recognizing and coaching employees; addressing complaints and resolving problems; and the suspension or discharge of employees in consultation with the City's assistant city administrator and human resource director.

Education and experience

The position requires a Master's Degree in Library Science from an American Library Association

(ALA) accredited school; eligibility for Grade 1 Wisconsin Public Library Certification as provided under the Wisconsin Administrative Code, Sec. P1 6.03; and a minimum of three years experience in supervision and /or administration in a public agency, preferably a library setting.

Compensation and benefits

Starting salary and benefits are competitive and negotiable, depending on experience and qualifications. Benefits include employee retirement and long-term disability, as well as health, dental, and life insurance for employees and their families.

Application process

To see the complete position description and to apply online visit www.rfcity.org/employment.

Applicants selected as finalists will be subject to reference and background checks. The City of River Falls is an Equal Opportunity Employer and values diversity at all levels of its workforce.

Recruitment schedule

- **03/28/18:** Application Deadline
- **03/29/18 - 04/02/18:** Review Candidates
- **Week of 04/16/18:** Initial Interviews for top Candidates

Questions? Contact: Karen Bergstrom, Human Resource Director, kbergstrom@rfcity.org



Library Department Profile

DEPARTMENT STAFF

Full-time: Administration

Library Director	1
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Full-time: Operations

Librarians	4
Event and Gallery Coordinator	1

Part-time: Operations

Lead Library Aide	1
Library Aides	9

Casual

Library Pages	4
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TOTAL STAFF 20



2017: BY THE NUMBERS

Books/materials checked out	299,872
E-books added to collection	28,756
Patron cards issued	1,241
Door count	164,553
Youth program attendance	5,524
Adult program attendance	2,842



ORGANIZATIONAL CHART

