

DIRECTOR OF BRIDGES LIBRARY SYSTEM

FUNCTION OF THE JOB

To be responsible for the overall administration, planning, coordination, and evaluation of Bridges Library System services, either directly or through staff. Under the general direction of, and within policies set by the Library System Board of Trustees, the Director is responsible for developing and presenting operating plans, budgets, and policies necessary to provide optimal services to its member libraries and the residents of the Library System.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Plans, develops, administers, and evaluates Library System services and programs to member libraries in compliance with all laws, regulations, and existing agreements.
2. Oversees member libraries' compliance with library system membership requirements.
3. Develops, implements, and evaluates strategic plans for the Library System and works with member counties to develop county library plans.
4. Prepares the Library System budget that aligns with plans and includes member library input; pursues and obtains appropriate grants and gifts; administers programs for Library System's member libraries; prepares detailed statistical and budgetary reports on each of the service programs for various federal, state, and local agencies and boards.
5. Develops, recommends to the Board, and administers policies for the Library System.
6. Serves as a consultant and provides guidance to member libraries in areas of policy formulations, library management, funding personnel, board-related issues, advocacy, facilities, automation, project management, public relations, planning, and interprets pertinent statutes and regulations for libraries.
7. Communicates regularly with the Library System Board, staff, libraries, member counties, the Department of Public Instruction, the public, and other groups/agencies to provide the necessary information related to library system programs and services; acts as the official custodian of records.
8. Procures goods and services for the Library System in accordance with related policies and procedures; negotiates pricing and contract language; approves purchases within established guidelines; initiates bid/request for proposal processes, recommends purchases to Library System board and reports to boards as needed; monitors effectiveness of agreements.
9. Manages the Library System's human resources; recruits, hires, trains, supervises, directs, motivates, coaches, and evaluates Library System employees.
10. Directs and reviews work of contract personnel of the system library including automation services, and delivery services.
11. Advocates for legislation and funding that improves the Library System's ability to advance its mission and meet its goals.
12. Initiates, develops, oversees, and evaluates memberships, partnerships, and collaborations; seeks new opportunities and ways to strengthen existing relationships to improve the library system's ability to be effective.
13. Establishes and maintains effective public and working relationships with a variety of stakeholders including library system board of trustees, staff, member libraries, member counties, the Department of Public Instruction, other library systems, legislators, vendors, the press, and the public.
14. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Comprehensive knowledge of the modern principles and practices of professional library science.
2. Considerable knowledge of the library operations, including administration of a public library.
3. Considerable knowledge of the laws and regulations governing the operation of library systems and public libraries.
4. Considerable knowledge of principles, practices, and administration of a public library system.
5. Considerable knowledge of application of technology in libraries and in office operations.
6. Considerable knowledge of budget preparations and administration.
7. Considerable knowledge of supervisory and managerial principles and practices.
8. Considerable knowledge of advocacy and public relations principles and practices.
9. Working knowledge of computerized department program software, internet access, and database, spreadsheet, and word processing programs.
10. Ability to utilize website, meeting, survey, publishing, newsletter, calendar, email, word processing, database, and spreadsheet software programs.
11. Ability to plan, evaluate, and integrate various library services and programs into a functioning system.
12. Ability to establish and maintain a financial and statistical record keeping system.
13. Ability to analyze and interpret data objectively, organize work effectively, and prepare recommendations.
14. Ability to prioritize carefully and meet deadlines.
15. Ability to resolve conflicts.
16. Ability to maintain confidentiality.
17. Ability to establish and maintain effective public and working relationships with a variety of stakeholders including library system board of trustees, staff, member libraries, member counties, the Department of Public Instruction, other library systems, legislators, vendors, the press, and the public.
18. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.
19. Ability to communicate effectively, both verbally and in writing.
20. Ability to provide effective leadership that inspires stakeholders to work together.

Training and Experience

1. Graduation from an American Library Association accredited college or university with a master's degree in Library Science/Studies.
2. Certification or eligibility to receive certification as a Grade I librarian in the State of Wisconsin.
3. Five years of responsible professional library work experience in the development, coordination, and evaluation of library programs and services, one (1) year of which must be in a public library or public library system.