

RACINE PUBLIC LIBRARY
Executive Director Job Description
Full-time; 40 hours per week
Grade R

SUMMARY OF POSITION:

The Director is responsible to the Library Board of Trustees for planning, organizing, directing, and controlling all functions, operations, and activities of the Library, either directly or through supervisory staff. The Director develops and presents to the Board for approval an operating plan, budget, and procedures necessary to provide quality patron service, community relations, and optimum access to the Library collections among all residents in the community. The Director is responsible for administering the programs of Library service approved by the Board to accomplish the short-term and long-term goals established by the Board in its Mission Statement. The Director must maintain and implement sound management practices to assure the effective use of Library personnel, funds, materials, facilities, time, and resources.

Racine Public Library is a learning institution. It is expected that all employees be flexible, responsive to change, and take a leadership role when necessary. Employees will contribute to a positive customer experience with the public and co-workers. Essential duties may change in response to evolving community needs.

REPORTING RELATIONSHIP:

Responsible to the Board of Trustees for the Racine Public Library.

REQUIRED JOB KNOWLEDGE AND SKILLS:

Requires Master's Degree in Library Science from an ALA accredited graduate Library school; eligibility for a Grade 1 Wisconsin Library Certificate; a minimum of 5 years' successful public Library experience; a minimum of 2 years of progressively responsible administrative experience; the ability to work effectively with staff, public, and governmental bodies and such alternative or additional qualifications as the Library Board of Trustees may find acceptable. Ability to use personal judgment to effectively problem-solve. Ability to work with the public and other staff members politely and with respect. Ability to communicate effectively in a pleasant and professional manner.

PRINCIPAL RESPONSIBILITIES:

Responsible and accountable to the Board for the effective performance of the Library in accordance with budgets, plans, and policies as outlined below. Effectiveness is measured through appraisal of results achieved in relation to Library policies, budgets, objectives, and operating plans. Errors in judgment could have significant and immediate impact on patron service, budgets, employee motivation and performance, and government and community relations.

COMMUNITY VALUE – provide programs and services that enable people to get value from their use of the Library.

Directs the Library supervisory staff and other staff as appropriate. Operates with considerable latitude for independent decision making and action. Requests approval from the Library Board of Trustees prior to taking action which requires major deviation from established Library policies, goals, and operating objectives. Maintains continuous liaison with the Library Board of Trustees.

SPECIFIC RESPONSIBILITIES

- Establishes and maintains a Library organizational structure which facilitates maximum effectiveness of financial resources, personnel, facilities, and equipment.
- Determines appropriate equipment and facilities required for Library operations. Evaluates and makes recommendations to the Board regarding the potential of new or modifications to existing equipment and facilities.
- Maintains knowledge of current trends and developments in the field of librarianship and participates in appropriate conferences, workshops, and seminars. Seeks advanced training to improve job skills. Staff is encouraged and enabled to attend workshops and seminars annually
- Develops, implements, and maintains personnel management programs and practices that are consistent with the policies established and approved by the Board of Trustees. Makes recommendations to the Board on personnel programs and policies which would serve to attract, develop, equitably compensate, and retain competent personnel.
- Gains respect and support of other persons and organizations who come in contact with the Library
- Develops estimated forecasts of Library operations to facilitate short-term and long-term planning. Analyzes reports from supervisors, government records and reports, and other relevant information which would aid the planning process.
- Performs long-range planning to facilitate growth and expansion. Responds to changes in revenue and revise Library services. Assures proper integration of existing operations with future requirements.
- Monitors the scope and effectiveness of existing services on a continuing basis. Assures the significant trends in patron interests are identified and defined; adapts Library resources to meet such trends.
- Assures the continuing evaluation of potential community Library locations, mobile Library service areas, and new or modifications in existing Library services; prepares and makes recommendations in writing to the Library Board of Trustees.
- Understands the needs of the Library's customers and community and seeks to fill those needs with the organization's programs and services.
- Creates a vision that keeps the Library on the cutting edge in technology, programming and services. Articulates clear vision to staff about the paramount importance of customer service and models best practices behavior.

- Constantly pushes to improve efficiency & effectiveness
- Demonstrates concern about quality and getting better results.
- Functions well in a fast-paced, changing environment.
- Anticipates change and develops appropriate coping strategies.
- Stays current with new ideas and trends among libraries.
- Encourages a culture of open communication. Seeks input from others; creates a collegial atmosphere where ideas and information are easily exchanged.
- Maintains high standards of ethics, honesty and integrity in personal and professional relationships.
- Emphasizes equal opportunity employment and affirmative action hiring practices.
- Professional Activity: Membership and active participation in Library-related organizations at the local, state, and national levels

ENGAGING THE COMMUNITY & DECISION MAKERS - be a valuable community resource and a strategic partner in helping people and communities improve their quality of life.

Assures the efficient selection, maintenance, and circulation of an optimum collection of print and non-print materials and provides for related library services that are necessary to meet the goals established by the Board in serving the library patrons of the community.

SPECIFIC RESPONSIBILITIES:

- In consultation with key Library staff, develops an annual operating budget for all Library operations. Presents the budget proposal to the Library Board, City Administration, Common Council and County Supervisors for action and approval.
- Assures that the Library Board of Trustees' Mission Statement and policies are communicated throughout the Library and among all members of the Library staff.
- Directs and/or initiates and maintains continuing liaison to assure a positive Library relationship with community leaders, other groups, other libraries, and local, county, and state government officials as appropriate to Library operations.
- Establishes and maintains a working environment within the Library that will maintain a high level of employee morale and productivity.
- Seeks out and promotes change that will better serve patrons and the community.
- Regularly proposes new ideas to the Board for better service to customers and the community.
- Responds effectively and proactively to Library/organizational changes.
- Establishes strategic goals that enable the Library to better serve the community and anticipate future needs.
- Establishes clear long and short term objectives that are attainable and promote betterment of the Library.

- Works as an advocate for the Library before the government, customers, the community and the general public.
- Articulates a guiding vision.
- Keeps Board members informed about issues, needs and operation of the Library.
- Offers direction to the Board when needed on issues requiring Board action and makes appropriate recommendations based on thorough study and analysis.
- Supports Board policy and actions to staff, customers and the public.
- Understands his/her role in administration of Board policy.
- Establishes rapport and maintains productive relationships with subordinates, Board, customers and community.
- Creates strong, collaborative work groups focused on attaining superior results.
- Keeps informed about financial needs of the Library
- Understands and supervises the financial accounting programs for the Library
- Ensures that Library funds are spent appropriately, always in the best interest of those served.
- Provides the Board accurate, understandable information about the financial status of the Library through regular financial reports.
- Makes well-supported budgeting recommendations to the Board.
- Assists the Board in keeping the Library financially sound.
- Explores and proposes to the Board new potential sources of finance for programs and services.
- Works well with individuals and groups.
- Ability to communicate effectively in Spanish, both orally and in writing, desirable.

ORGANIZATIONAL MANAGEMENT - manage resources for members of the community who need or want access regardless of ability, skill, personal technology, or available time.

Responsible for applying thorough and full-scope knowledge of modern management and Library principles, concepts, methods and practices, and sound administrative principles and techniques.

SPECIFIC RESPONSIBILITIES:

- Translates the goals and policies of the Library Board into assignable responsibilities. Establishes levels of responsibility and delegates appropriate authority commensurate with responsibilities allocated.
- Monitors and controls performance of the Library in conformance with plans, objectives, and budgets. Controls the collection of Library revenues and the expenditure of Library funds. Accounts for variances and implement corrective action. Develops and implements administrative procedures, schedules, plans and operating practices, and rules and regulations.

- Takes actions to resolve operational and administrative conflicts and problems; decides alternative courses of action; interpret policies; and otherwise makes decisions that have not been delegated. Monitors and evaluates progress of delegated matters.
- Assures that all positions in the Library are staffed with competent personnel; assure that work assignments are made with the objective of utilizing the skills of employees to the fullest extent possible.
- Assures that standards of performance are established for each position and that employees clearly understand what is expected of them. Assures that scheduled appraisals of employee performance are accomplished in a timely and thorough manner.
- Administers, either directly or through supervisory staff, Library personnel policies. Coordinates the development of Library personnel policies and work rules with the City of Racine Human Resources Department as required.
- Develops individual supervisors and department heads to their maximum potential by regular appraisal and coaching in proper management principles, techniques, and practices.
- Assures that employee problems, complaints, and grievances are resolved as quickly and equitably as possible; counsels on personal matters to the extent appropriate.
- Assures that employee disciplinary or other corrective action is consistent with established policies and taken within a reasonable period of time.
- Reviews all salary increases and related personnel actions recommended by supervisory staff. Obtains approval from the Library Board of Trustees as provided by Library policy.
- Actively works on personal development; seeks out feedback on how to improve.
- Accomplishes responsibilities with superior outcomes.
- Demonstrates resolve and urgency to get things done.
- Commits to reach timely and successful closure on work.
- Strong work ethic; does whatever it takes to get the job done. Drives to excel in all matters.
- Effective decision maker – gathers input, makes timely decisions and communicates results
- Proactive problem solver
- Interprets the intent of and executes Board policy.
- Seeks and accepts from the Board constructive criticism of work. Remains open to ideas, suggestions and criticisms from the Board.
- Handles differences openly, candidly and constructively with the best interests of the Library in mind.
- Willingly accepts responsibility for actions and eagerly gives credit to staff.
- Plans and organizes work effectively.
- Ensures that all governmental and legal requirements of the Library are met.
- Exercises good judgment in arriving at decisions.
- Maintains poise and emotional stability in the full range of professional activities.
- Writes clearly and concisely.
- Responds well when faced with unexpected/disturbing situations.
- Justifies the need for staff development funds, actively campaigns for them and accounts for their use.

- Analyzes staff functioning periodically with the object of combining, eliminating and/or creating new positions.
- Delegates authority and efficiently organizes the work of personnel.
- Inspires staff to do their best work by acting as supporter and motivator; providing necessary resources, encouragement and appreciation.
- Addresses performance issues and takes actions necessary to correct problems, both with staff and themselves.
- Willing to assess and address poor and mediocre performance in a direct and fair manner.

Approved by: RPL Board of Trustees

Approved Date: October 18th, 2018 (*March 19th, 2016, amended: February 18th, 2016*)

Review Schedule: Annual

Next Review Date: June 2023