

RACINE PUBLIC LIBRARY

Executive Director Job Description

SUMMARY OF POSITION

The Racine Public Library (RPL) is seeking an exceptional and dynamic leader to serve as Executive Director (ED). The Executive Director reports to the Board of Trustees and is responsible for a budget of \$4.6 million and oversight of a team of 65 staff members who together serve 137,000 residents to uphold the vision, mission, goals, and objectives of the Library. The ED is responsible for continuing the success of this 126-year-old institution, leading, developing, and implementing programs and initiatives as well as advocating for funding and legislation for the benefit of the library.

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 five years' successful public Library experience, and a minimum of two years of progressively responsible administrative experience.

The annual salary range for this position is **\$X to \$X**. RPL offers an attractive benefits package, including retirement.

REPORTING RELATIONSHIP

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

ORGANIZATIONAL MANAGEMENT

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

- Maintain continuous liaison with the Library Board of Trustees.
- Plan, organize, direct, and control all functions, operations, and activities of the Library, either directly or through supervisory staff.
- Develop and present to the Board for approval an operating plan, budget, policies, and procedures necessary to provide quality patron service, community relations, and optimum access to the Library collections among all residents in the community.
- Operate with considerable latitude for independent decision making and action.
- Request approval from the Library Board of Trustees prior to taking action which requires major deviation from established Library policies, goals, and operating objectives.
- Monitor and evaluate the effectiveness of existing services on a continuing basis.
- Perform short-term and long-term planning to facilitate growth and expansion.
- Enforce, implement, and review policies and procedures to assure the effective use of Library personnel, funds, materials, facilities, time, and resources.
- Develop, implement, maintain, and improve personnel management programs and practices to be attractive, equitable, and consistent with the policies established and approved by the Board of Trustees.
- Motivate, lead, manage, recruit, and retain personnel.
- Cultivate a diverse and talented workforce.
- Oversee management and development of library facilities reflecting changing community needs.

COMMUNITY VALUE

Provide programs and services that enable people to get value from their use of the Library.

- Create a space that is diverse, inclusive, respectful, and vibrant and that welcomes creative and innovative ideas for patrons and employees.
- Seek input from others; create a collegial atmosphere where ideas and information are easily exchanged and encourage a culture of open communication.
- Oversee technologies and their application for improving public library services and operations.
- Assess the trends in patron interests and identify and define them.
- Assure the efficient selection, maintenance, and circulation of an optimum collection of print and non-print materials and provide related library services that meet the interests and needs of the patrons and are necessary to meet the goals established by the Board in serving the library patrons of the community.
- Encourage advanced training, conferences, workshops, and seminars to improve skills.
- Show membership and active participation in Library-related organizations at the local, state, and national levels.
- Understand the needs of the Library's customers and community and seek to fill those needs with the organization's programs and services.
- Develop, administer, and oversee activities, programs, and services approved by the Board to accomplish the short-term and long-term goals established by the Board in the vision and mission statements.

COMMUNITY & DECISION MAKERS ENGAGEMENT

Be a valuable community resource and a strategic partner in helping people and communities improve their quality of life.

- Increase the library's visibility by maintaining a regular presence and involvement in the community.
- Connect and work with Friends of libraries groups, the public, non-profit and business partners, community groups, and city officials to ensure the library is providing a space, services, and resources that meet the needs of the patrons.
- Serve as the primary spokesperson and liaison between the library and government, non-profit, business, and press.
- Lead racial equity and social justice initiatives to address and eliminate racial and social barriers for vulnerable and underserved populations in library programs, services, policies, and practices.