



Ripon Public Library Director
City of Ripon
Position Description

Position Summary:

The Library Director is responsible for the overall management and operation of the library, including implementing policies set by the Library Board, overseeing staff and budget, managing library collections, and representing the library in the community. The Library Director ensures that library services meet the needs of the community, and that the library operates efficiently and effectively within its resources. The Library Director reports to the Library Board of Trustees.

Essential Job Functions:

- Implement library policies and goals as established by the Library Board.
- Recruit, hire, supervise, and evaluate library staff, and manage their professional development.
- Develop and manage the library's annual budget and capital improvement projects.
- Oversee library building and grounds maintenance and improvements.
- Represent the library at community events, system meetings, and professional organizations.
- Manage the library collections and a diverse programming schedule.
- Serve as a liaison for the library to the Friends of the Library group, the City of Ripon, and other community organizations.
- Assist the Library Board with long-range/strategic planning and policy development to ensure the library meets the evolving needs of the community.
- Oversee the implementation and maintenance of library technology, including public computers, digital resources, and the library's website.
- Identify and apply for grants and coordinate fundraising efforts to support library initiatives and projects.
- Develop and implement marketing strategies to increase public awareness and usage of library services.

Examples of Work:

The following examples of work are not to be construed as exclusive or all-inclusive. Other duties and responsibilities may be assigned and required.

- **Staff Management:** Oversee recruiting and onboarding of new library staff. Regularly conducting performance reviews to ensure they meet job expectations and offering constructive feedback for professional development. Suggesting additional training or restructuring the workflow to improve staff efficiency and accuracy.
- **Managing Staff Training Programs:** Organizing trainings for library staff on new library software, customer service best practices, and changes in library policies.

- **Developing and Managing the Budget:** Creating the annual budget for the library, including allocations for new books, maintenance, and staffing. Monitoring actual expenditures against the budget throughout the year and adjusting as necessary to address any shortfalls or surplus.
- **Overseeing Expenditures and Handling Financial Records:** Reviewing invoices for library supplies and services, approving payments, and maintaining accurate financial records. Ensuring all financial transactions comply with library policies and are documented properly for auditing purposes.
- **Implementing Board Policies:** Enforcing all policies established by the Library Board and communicating policy changes to the public and staff. Ensuring all procedures are updated to reflect the new policy.
- **Developing Strategic Plans:** Leading the creation of strategic plans to expand library services and increase community programming. This involves gathering input from stakeholders, setting goals, and outlining steps to achieve them.
- **Overseeing Capital Improvement Projects:** Managing library capital improvement projects in coordination with the city, including renovation projects and equipment enhancements.
- **Representing the Library on Various Boards and Committees:** Serving on the library's advocate for library needs and collaborate with other local institutions, including the City of Ripon and RASD.
- **Leading Public Relations Efforts:** Coordinating a media campaign to promote library programs, including press releases, social media posts, and outreach to local schools and community groups.
- **Working with the Friends of the Library:** Collaborating with the Friends of the Library organization to organize a fundraising event, such as a book sale or a gala, to support library programs and services.
- **Providing Direct Service at the Circulation Desk:** Assisting patrons with checking out books, renewing items, and resolving issues related to their library accounts.
- **Leading Reference Services:** Conducting research assistance sessions for patrons, helping them find information for academic projects or personal inquiries, and providing instruction on how to use the library's online databases.

Essential Knowledge, Skills and Abilities:

- **Leadership and Management:** Ability to lead and manage a team effectively, including recruiting, supervising, and evaluating staff.
- **Financial Acumen:** Proficiency in budgeting, financial management, and resource allocation.
- **Communication:** Strong verbal and written communication skills for reporting, public relations, and community engagement.
- **Strategic Planning:** Skills in developing and implementing long-term strategies and policies.
- **Customer Service:** Ability to provide excellent service to library users and handle inquiries and issues effectively.
- **Library Operations:** Knowledge of library management practices, including collection development and public service.
- **Legal and Regulatory Compliance:** Understanding of relevant laws, regulations, and library standards.
- **Technology:** Familiarity with library information systems, digital resources, and technology trends in library services.
- **Community Relations:** Ability to build relationships with community stakeholders, including advocacy and fundraising.

Required Experience and Qualifications:

- Education: Master of Library and Information Sciences.
- Certification: Acceptable to the Wisconsin Department of Public Instruction for a Grade 1 Wisconsin Library Certificate.
- Experience: Three or more years of experience in library management or a related field, including supervisory experience.

Working Conditions:

- Environment: Primarily indoor work in a climate-controlled setting.
- Physical Demands: Requires standing, walking, and occasional lifting of books and materials. May involve extended periods of sitting, especially for administrative tasks.
- Schedule: Includes regular hours with potential evening and weekend shifts, especially for special events and programming. Flexibility is needed to accommodate the library's operating hours and community needs.
- Public Interaction: Frequent interaction with patrons in a busy, public-facing environment. Staff must handle inquiries, assist with research, and manage high foot traffic areas.
- Health and Safety: Adherence to safety protocols and hygiene practices. Preparedness for handling emergencies and maintaining a safe, welcoming environment for all patrons.

Starting Salary:

\$75,000 - \$85,000 (DOQ – Depending on Qualifications)

The Ripon Public Library is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the city will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.