

## Winnefox Library System Position Description

**Position:** System Director

**Date:** May 1, 2023

### General Purpose

In partnership with the Winnefox Library System Board, the System Director provides administration and leadership for the Winnefox Library System. The person in this position offers professional advice to the System Board in the areas of policy, planning and budgets. The System Director oversees the daily administration of the library system, including staff supervision, budget preparation, and financial oversight. This person also ensures that effective services are provided to member public libraries, including direct service to library directors, staff, and trustees.

**Supervisor:** WLS Board of Trustees

**Supervises:** Provides general supervision of all system staff. Directly supervises Business Manager, Public Library Development Consultant, WCTS Coordinator, Database-Application Developer, Web Developer/Network Manager, Interlibrary Loan Specialist, Network Manager/PC Support Specialist, ILS Manager

### Essential Duties and Responsibilities

Duty / Responsibility	Performance Standards
<b>Administration</b>	
Completes the Annual System Plan and Report and other reports required by the DPI	Reports are completed and filed by deadlines.
Prepares board meeting agendas and reports. Attends board meetings	Meeting agenda and board packets are prepared and distributed by required dates. Reports are prepared so board has the information it needs to oversee system activities.
Represents the System at meetings of SRLAAW, WPLC, DPI, and other regional and statewide bodies.	Represents and speaks for the System at these meetings. Brings information from these meetings to System staff and trustees and member library directors, staff, and trustees.
Conducts orientation of new Winnefox trustees	Trustees are introduced to the System and to their responsibilities soon after they are appointed.
Advise the board on policy matters.	The board is informed about proposed changes to library system policies and WLS policies are up to date.

Develop and revise the System's strategic plan in cooperation with the System Board.	System has a current strategic plan.
<b>Human Resources</b>	
Recruit, select, hire, supervise, and evaluate System staff.	Staff efficiently and professionally provide services to member libraries.
Handles staff disciplinary matters.	Concerns over staff performance are addressed in a timely manner.
Encourages a team environment in which different staff work together on specific projects.	Staff report comfort with collaborative work.
Evaluates staff performance through use of a formal written appraisal process.	Staff evaluations are documented and filed.
<b>Business Management</b>	
Drafts the annual budget for approval by the Board.	Budget is submitted and approved by required dates.
Oversees implementation of the System budget.	Expenses are reviewed and funds are transferred as needed. System expenses are spent as budgeted.
Oversees contractual relations with other organizations.	Organizations receive contracted-for services and parties are billed appropriately.
<b>County Planning</b>	
Organizes and conducts regular meetings of library directors in each county	Meetings are held as scheduled and agendas have enough good content to make it worth the directors' time to attend.
Calculates and prepares annual county funding requests. Assists directors in planning strategy for funding requests.	County funding requests are calculated and submitted to each county by the required dates.
Calculate and coordinate billing to adjacent counties	Billing to adjacent counties is completed by the statutory date.
Schedules and organizes presentations to and meetings with County boards, County board committees, and County Executives and Administrators as necessary.	County officials are aware of the library's importance of the libraries in the county and their services to county residents. Library directors have good relationships with county officials.
<b>Education and Consulting</b>	
Answers questions from library directors,	Correctly answers questions and provides

trustees, and municipal and county officials on library operations and legal issues.	accurate and useful information in a timely manner.
Meets with library boards and municipal and county boards as requested or needed	Meets with boards as necessary.
Assists directors in preparation of library annual reports <ul style="list-style-type: none"> <li>• Provides information needed for the report.</li> <li>• Answers questions from directors</li> <li>• Reviews reports and suggests corrections.</li> </ul> Holds annual report sessions for new directors.	Directors are able to complete annual report form accurately and on time.
Prepares custom statistical reports for library directors, trustees, and municipal officials.	Prepares reports as requested. Attempts to anticipate needs and is proactive in researching information and creating and distributing reports.
Monitors library-related news, library service trends, and shares this information with library directors and trustees.	Appropriate information is shared with library directors and trustees in a timely manner.
Conducts one-on-one and small group training and education of library directors.	Training is held as needed and requested and learning outcomes are achieved.
Conducts orientation of new library directors	New directors are contacted within one week of their start date and meeting is held within two weeks. Follow-up and other training is done as needed.
<b>Additional System Services</b>	
Assists library directors in developing presentations to elected officials at local and state level.	Directors are able to effectively communicate with elected officials and build support for libraries.
Informs library directors of legislative and statewide library issues.	Directors and trustees are aware of legislative issues and have the information needed to be effective advocates.
Continually investigates the value, costs, and logistics of adding, changing or ending services and new technologies.	Member libraries receive services that are reflective of their current needs.
Identifies and coordinates grant projects, cooperative programs, activities, and purchasing opportunities to enhance services or save member libraries money.	Works with library directors to identify possible LSTA and other grant opportunities. Coordinates writing of cooperative grant requests.
Prepares grant requests for LSTA System grants. Submits LSTA reimbursement requests.	Requests for grants are submitted correctly and on time.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Thorough knowledge of library materials, and the principles and practices of modern library administration.
- Familiarity with Wisconsin laws and the regulatory environment pertaining to public libraries and public library systems is desirable.
- Ability to supervise the work of subordinate professional, technical, clerical, and other staff members.
- Ability to establish and maintain effective working relationships with other staff, system trustees, member librarians, and the general public.
- Valid Wisconsin driver's license, means of transportation, and willingness to travel to participating libraries and state-level meetings.
- Willingness to attend relevant statewide, regional, and national meetings and conferences.
- Willingness to work flexible hours, including occasional evenings and weekends.
- Ability to effectively chair meetings and make public presentations.
- Knowledge of current practices and developing trends in library service.
- Writing and editing skills in a variety of media, including print, electronic and digital.
- Computer skills including confident use of personal productivity software (word processing, spreadsheet, email, calendaring, presentation) and web-based communication tools.
- Inter-personal skills; capable of working in a team environment.
- Coaching skills, including the ability to clearly and patiently explain how and why tasks are to be performed.
- Skill in communicating effectively with people from diverse backgrounds.
- Ability to prioritize tasks for oneself and system employees.
- Ability to effectively delegate tasks to maximize productivity.
- Ability to handle multiple projects and deadlines
- Ability to adapt to change; willingness to learn and teach new ways of doing things, including new technologies.
- Familiarity with research, data analysis and presentation.

**REQUIRED EDUCATION AND/OR EXPERIENCE**

- MLS from ALA accredited library school and willingness to maintain Grade 1 Wisconsin Public Librarian Certification
- Minimum of five years' professional public library experience, including at least one year in a supervisory role and one year in administration.

**TOLS AND EQUIPMENT USED**

Typical office equipment, computers and software, photocopier, telephone, and printers.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be required to stand for extended periods of time; talk and hear; use hands to dial, handle, or feel objects or controls; and reach with hands and arms. The employee may be required to kneel, walk, stand, bend, twist, push and pull. Job requires employee to be able to push carts and lift boxes weighing up to 50 pounds.

**WORK ENVIRONMENT**

Between 30 and 35 hours per week are spent in a typical office environment. The remainder of the time is spent in off-site meetings or traveling to meetings. This person typically has one or two off-site meetings per week.

**SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview; background check; and job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee. It is subject to change by the employer as the needs of the employer and requirements of the job change.