

Job Description
System Director
Winnefox Library System
Exempt Position

General Description

The Director serves as the chief executive officer of the system and is responsible for coordinating all management, planning, and evaluation activities of the system. Responsible for implementing all policies and directives of the System Board and for complying with all statutory and administrative requirements of the State of Wisconsin and the Department of Public Instruction. Acts in an advisory capacity to the Board in recommending new and revised policies. Serves as the chief liaison between the system and other agencies. Negotiates contracts and agreements. Supervises administrative staff.

Specific Duties

General Management

1. Balances the needs of Winnefox, Oshkosh Public Library, and member libraries in all decision making.
2. Oversees the planning, implementation, and evaluation of the Winnefox program of service in compliance with the statutory service requirements and Division for Libraries, Technology, and Community Learning guidelines.
3. Recommends new policies or changes in policy to the System Board.
4. Holds final responsibility in the recruitment, hiring, evaluation, discipline, and dismissal of staff subject to the policies of the System Board.
5. Supervises professional staff in discussing, assessing, integrating, and providing system services effectively.
6. Prepares system board and committee meeting agendas and necessary reports in cooperation with the system board president.
7. Attends meetings of the System Board except when excused.

Interagency Cooperation

1. Serves as the chief liaison between the system and local and state government agencies, member libraries, and other agencies.
2. Negotiates with agencies with which Winnefox has reason or need to interact.
3. Represents the system on state committees and task forces and in library organizations.
4. Represents interests of the system in the development of library policy at all levels of government.

Financial Management

1. Prepares the annual budget and presents it to the Board for approval.
2. Oversees system financial affairs in order to support the priorities established by the system plan effectively.

County planning

1. Oversees and provides direction for all Winnefox county planning processes.
2. Works with the Winnebago County Library Advisory Committee, the UW Education, Extension & Agriculture Committee, and the County Executive to develop & evaluate library service plans and insure adequate county funding for the Winnebago Co. public libraries.

Other related or required duties.

1. Provides consulting services to member libraries and library trustees or delegates these tasks to appropriate staff.
2. Consults with librarians, librarians' committees, local boards, and other organizations to obtain input in the planning process of the system.
3. Assists member libraries to interact more effectively with local governmental agencies in order to obtain the support and resources needed to provide high quality library services.
4. Assists member libraries and municipalities in meeting pertinent statutory requirements for system membership.
5. Serve as general consultant for member libraries and trustees.
6. Participates regularly in activities that promote professional development.
7. Conducts orientation for new System Board members
8. Advocates for improved library services and support.
9. Other duties as required or assigned by the System Board.

Experience and Requirements

1. MLS from ALA accredited library school and eligibility for Grade 1 Wisconsin Public Librarian Certification, as well as willingness to maintain certification.
2. Minimum of 8 years progressively responsible public library experience, including significant administrative and financial responsibilities in a public library or public library system. Experience as director of a public library preferred.
3. Comprehensive knowledge of library and public administration principles, laws, practices, methods, technology, goals, and philosophy of service.
4. Management experience including financial management, personnel management, organizational planning and evaluation, and program planning and evaluation.
5. Experience managing the provision of technology-based services. Knowledge of automated library systems, electronic resources including the Internet, wide area network services, and local area network services, and proficiency in using computers for personal productivity, business, and library applications.
6. Understanding and knowledge of library law, compliance issues and the legislative and regulatory process.
7. Mobility: valid Wisconsin driver's license, means of transportation, and willingness to travel to participating libraries and relevant statewide, regional, and national meetings and conferences.

8. Willingness to work flexible hours, including some evenings and weekends.
9. Working knowledge of English grammar and spelling.

Environmental and physical requirements

1. Typical office environment
2. Far vision at 20 feet or further; near vision at 20 inches or less.
3. Fingering: keyboarding, writing, filing
4. Lifting and carrying 50 pounds or less.
5. Pushing and pulling objects weighing 50 – 70 pounds on wheels.
6. Sitting, standing, walking, climbing and stooping.
7. Talking and hearing; use of the telephone.
8. The noise level in the work environment is usually moderate.

Mental requirements

1. Ability to apply technical knowledge
2. Ability to deal with abstract and concrete variables.
3. Analytical skills: identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
4. Creative decision-making: effectively evaluate or make independent decisions based upon experience, knowledge or training.
5. Communication skills: effectively communicate ideas and information in written and oral form
6. Presentation skills: Ability to present ideas and information to a wide variety of audiences in public settings.
7. Mathematical Ability: calculate basic arithmetic problems (addition, subtraction, multiplication and division) without the aid of a calculator; ability to analyze financial statements and forecasts.
8. Planning and Organization Skills: develop long-range plans to solve complex problems or take advantage of opportunities; establish systematic methods of accomplishing goals.
9. Problem-solving skills: develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring.
10. Reading ability: effectively read and understand information contained in memoranda, reports and bulletins, etc.
11. Time Management: set priorities in order to meet assignment deadlines.
12. Ability to operate computer workstation and other business machines with speed and accuracy.

Equipment used

Typical office equipment, computers and software, including: Computer workstation, Calculator, Fax Machine, Photocopier, Telephone, Printers.

Approved by the System Board: July 27, 2005