



LIBRARY DIRECTOR

Position Description

General Summary

Reporting to the Library Board, the Library Director serves as the Chief Executive Officer for both the Kenosha Public Library and the Kenosha County Library System. This leadership role involves strategic planning, organization, direction, and evaluation of all library functions, operations, and activities. In collaboration with the Library Board, the Director is responsible for creating and implementing an operating plan, budget, and procedures to ensure quality patron service, community relations, and equitable access to library resources for all residents. With significant autonomy, the Director administers library programs and policies approved by the Board to achieve short-term and long-term goals aligned with the organization's Mission and Vision Statement.

Essential Duties and Responsibilities

**Please Note: This job description is intended to outline the general nature and level of work performed by individuals assigned to this position. It is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required. The Library Board reserves the right to amend and change responsibilities to meet organizational needs as necessary.*

- Oversee the development and execution of library services, programs, and collections to address community needs.
- Provide visionary leadership to employees across all branches and departments.
- Act as a liaison between staff and the Library Board, ensuring effective communication and collaboration.
- Collaborate with the leadership team and City Finance Department to develop annual operating budgets and identify capital project needs.
- Present operating budgets to the Library Board, City Administration, and Common Council for approval.
- Monitor library finances to maintain adherence to approved budgets.
- Identify and implement strategic initiatives for library services and resources in alignment with community needs and the Library Board's Mission and Vision.
- Under the purview of the Library Board, develop, present, and enforce policies and procedures approved by the Library Board.
- Support and manage staff to deliver high-quality library services and foster a positive work environment.
- Directly oversee key personnel, including the Assistant Director, Business Manager, IT & Data Manager, and Maintenance Superintendent.

- Oversee implementation and maintenance of personnel management and feedback programs and practices.
- Develop short and long-range plans for facilities and operations.
- Continuously assess community needs and recommend improvements to the Library Board.
- Manage and support staff in order to provide the highest quality library services to the community. Create a positive, supportive working environment that encourages diversity in the workforce and respects diverse points of view. Lead Library efforts to recruit, hire, and train personnel toward retention of a diverse and talented workforce.
- Represent the library in community-wide projects and partnerships, as well as at the regional, state and national level.
- Cultivate relationships with community stakeholders to enhance public programming and funding opportunities.
- Develop and communicate a shared vision of library services.
- Oversee and develop additional alternative resources for services and facilities, including grants and corporate support. Work with the Kenosha Public Library Foundation on fund development efforts. Ensure that Foundation development activities are congruent with Library Board planning and policy. Serve as a visible spokesperson for the library to increase support and funding for libraries.
- Oversee management and development of library facilities, including maintenance and future planning for potential renovations or new facilities. Ensures the safety and security of library facilities.
- Serves on the Mayor's executive team. Leads or participates in city projects as requested by the Mayor. Coordinates annual city-wide summer parks programs.

Additional Responsibilities as System Director for the Kenosha County Library System:

- Serve as the System Director for the Kenosha County Library System, administering delivery, technology and training support for member libraries.
- Calculate and administer cross border reimbursements for member libraries.
- Fulfill reporting requirements for the Wisconsin Department of Public Instruction, Kenosha County, and other entities.
- Propose, present, and implement the annual budget for the Kenosha County Library System.
- Lead county-wide library planning efforts.
- Fulfill consultant duties to member libraries as required in statutes.
- Manage grant applications and reporting for the system.
- Attend and report at Kenosha County Library System board meetings and system director meetings.

Knowledge, Skills & Abilities Required

- Requires Master's Degree in Library Science from an ALA accredited institution.
- Eligibility for a Grade 1 Wisconsin Library Certificate.
- Minimum of 5 years successful public library and/or system experience with staff management and development of strategic direction.

- Minimum of 7-10 years experience working in a public library.
- Proficiency in collaboration with diverse stakeholders, including elected officials, employees, and community members.
- Experience in fundraising, in collaboration with a library foundation, is strongly preferred.
- Excellent public speaking, written communication, and interpersonal skills.
- Thorough understanding of public library operations, programs, services, and current industry trends.
- Knowledge of budgeting practices and financial management.

Reporting Relationship

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

FLSA Status

Exempt

Eligible for Telework

Yes, as determined by library policy up to 20%

Physical and Working Conditions

- Far vision at 20 feet or further; near vision at 20 inches or less.
- Keyboard, writing, filing, sorting, shelving, processing, and picking up and shelving books.
- Lifting and carrying: 50 pounds or less.
- Ability to travel to meetings outside the library, including overnight travel.
- Pushing and pulling: objects weighing 60-80 pounds on wheels.
- Sitting, standing, walking, climbing and stooping, bending, twisting and reaching./
- Talking and hearing.
- Ability to use the following: audiovisual equipment, building security systems, calculator, computer workstation, copy machine, scan station, telephone, and other readily available technology.

The Board and Staff of the Kenosha Public Library are committed to building a diverse workforce and a culture that values and demonstrates cultural competency.

The successful candidate will:

- See the value of cultural, ethnic, gender, and other individual differences in people.
- Value different points of view and check their own views against the views of others.
- Support fair treatment and equal opportunity for all.
- Listen to and objectively consider the ideas/input of others.
- Respect the talents and contributions of all individuals.
- Strive to eliminate barriers to diversity.
- Ensure that new barriers to diversity are not built.