**CITY** **OF** **SUN** **PRAIRIE** **JOB** **DESCRIPTION**

**Library** **Director**

**DEPARTMENT:** Public Library **CLASSIFICATION:** Department Manager

**REPORTS** **TO:** Library Board and **REVISION** **DATE:** October 24, 2006 City Administrator

**PAY** **GRADE:** Nonunion Pay Grade 12

**GENERAL** **PURPOSE:**

This is a management position responsible for planning, organizing, coordinating, and directing the operations and activities of the Sun Prairie Public Library. The Library Director ensures that the library patrons are provided with various cultural, recreational and educational information, and related materials. Serves as the technical advisor to the Foundation, Friends of the Library, and Library Board. The incumbent works under the direction of the Library Board and receives direction on compliance with city policies and procedures is provided by the Assistant City Administrator

**ESSENTIAL** **JOB** **FUNCTIONS:**

• Organizes and directs the administration of the services provided by the library.

• Develops and implements procedures to carry out the policies of the Library Board. • Develops long term goals and objectives designed to ensure that the community’s

informational requirements are fulfilled.

• Coordinates the department’s long-range strategic planning process.

• Oversees the hiring, training, supervision, scheduling and preparing of employee work assignments. This includes administering and enforcing city and departmental rules and regulations, procedures and policies.

• Directs the selection of materials for all media and all age groups, based on the Library’s approved collection development policy.

• Prepares proposals and pursues funding from other sources to supplement the city budget. • Supervises the maintenance of all department records and files.

• Supervises the maintenance of the library building and grounds.

• Reviews the requirements of library patrons and monitors trends in the public library field. Including the use of technology in the department.

• Evaluates the performance of all department personnel.

• Works as a member of a consortium of automated Library Systems.

• Attends meetings of the Common Council, Library Board, South Central Library System, and the Dane County Library Service as required. Provides technical advice and

recommendations on matters pertaining to Library activities including the management of the library trust fund.

• Provides professional assistance to the Friends of the Library and the Library Foundation regarding marketing and fund raising activities.

• Interacts with personnel from other city departments, the Sun Prairie School District, and community groups to provide joint and coordinated services.

• Prepares the annual report for the Wisconsin Department of Public Instruction as required by Chapter 43 of Wisconsin State Statutes.

• Prepares, presents, and implements the annual department budget and the budget for the library trust fund.

**REQUIREMENTS** **OF** **WORK:**

• Bachelors degree from an accredited college or university and a Master’s degree from a American Library Association (ALA) accredited Library School; five years of public library experience, including two years at a management level, or an equivalent combination of training and experience which provides the following knowledge, skills, and abilities.

• Considerable knowledge of the principles, practices and methods of public library administration including marketing fund raising strategies.

• Considerable knowledge of the principles and procedures of effective supervision and management.

• Good knowledge of library record systems including automated self-service and material handling systems.

• Good knowledge of the laws that govern municipal libraries including managing technology and the rights of privacy.

• Good knowledge of report writing and statistical tabulation and reporting.

• Considerable skill in preparing clear and comprehensive reports and evaluations of public library programs and activities.

• Considerable skill in providing leadership to a major municipal function.

• Considerable skill in planning, scheduling and effectively directing the work of subordinate groups and skill in selecting, developing, motivating and evaluating subordinate employees.

• Considerable skill in establishing and maintaining effective working relationship with subordinates, other city department heads, and the general public.

• Good skill in maintaining neat and accurate records.

• Ability to communicate effectively, orally and in writing.

**SPECIAL** **REQUIREMENTS:**

•Must possess a Grade I Wisconsin Library Certification and meet necessary requirements for continuation of professional development.

**WORK** **CONDITIONS** **AND** **PHYSICAL** **REQUIREMENTS:** • Work is primarily performed indoors.

**APPROVED** **BY:**

Library Board Chairperson Date

Human Resources Director Date

City Administrator Date

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.