

Columbus Public Library
223 James Street
Columbus WI 53925
920-623-5910
info@ColumbusPublicLibrary.info

Title: Library Director

Application Deadline: May 28, 2019 @ 5:00 p.m. See below for details.

Anticipated Start: July 2019

Nationally recognized in 2017 by *Library Journal* as a “Best Small Libraries in America” finalist, the Columbus Public Library was also awarded an ALA Harwood Grant and an IMLS Community Engagement Grant. This busy, beloved library seeks a creative, dynamic community-minded director with the skills to manage daily activities as well as the leadership and vision to guide the library into the future.

Located 30 minutes northeast of Madison, the Columbus Public Library serves a city population of 5,000 plus several thousand patrons in surrounding Dodge, Dane and Columbia counties. The library includes the historic landmark building plus an annex with a bookstore, meeting/education spaces and artists studios. The 2018 operating budget was \$440,000 with 10 part- and full-time staff. Circulation in 2018 was 100,000 with more than 87,000 patron visits including more than 8,000 children. The Library is home to the Friends of the Library and the Columbus Literacy Council. It coordinates activities with the Columbus Area Historical Society, the Columbus Senior Center, Columbus Community Hospital, local civic groups and area public schools. The library is a member of the South Central Library System and LINKcat consortium.

The Library Director reports to the Columbus Public Library Board of Directors.

Responsibilities include but are not limited to:

Overall administration of the library
Supervision, motivation and review of staff
Financial management including budgeting and reporting
Maintenance and upgrading of technology
Strategic planning
Programming, outreach and community engagement
Building oversight and project implementation
Grant writing, fundraising/development

Advocacy of the library before local and state government, civic groups and organizations

Minimum Qualifications:

Bachelor's degree.

Grade 2 Wisconsin Library certification required within two years of employment.

Master of Library Science from an American Library Association-accredited institution (Grade 1 certification) preferred.

Management and supervisory responsibility or five years of progressively more responsible library management experience.

Salary and benefits:

Starting salary \$58,000 - \$68,000 plus a competitive benefits package

Application Deadline: May 28, 2019 @ 5:00 p.m. A complete job description is available on the City of Columbus website: www.cityofcolumbuswi.com and the Columbus Public Library website: www.ColumbusPublicLibrary.info

Please send a cover letter, resume and three professional references to: Merry Anderson, CPL Search Committee at merryka@charter.net.

The City of Columbus is an Equal Opportunity Employer. Standard background checks are required. Applicants with a disability may request accommodations needed in the application and/or interview process.

Columbus Public Library

Library Director Job Description

Typical Responsibilities of Position

Under general direction of the library board, develops, administers, supervises and coordinates the work of the library and staff; performs managerial duties related to personnel, budget, collection development, building maintenance, planning and library operations to provide a stellar library experience to residents of the City of Columbus and surrounding areas.

Duties/Examples of Work

1. Acts as library's executive officer and the board's advisor.
2. Facilitates creation and implementation of strategic plan.
3. Maintain and upgrade library technology as needed.
4. Develops the annual library budget proposal for review by the library board and participates in its presentation to local officials. Manages the budget and available funds.
5. Implements board-approved capital improvement projects.
6. Responsible for various administrative tasks including bi-weekly payroll processing, regular cash deposits, staff scheduling and bill payment. Cross trains selected staff on these administrative tasks.
7. Researches, negotiates, and oversees the implementation of contracts in accordance with procedures established by the library board.
8. Recruits, selects, hires, supervises, oversees training, evaluates and terminates library staff.
9. Recommends improvements in staffing and organization to the library board.
10. Plans and conducts regular staff meetings.
11. Prepares library board meeting agendas and necessary reports in cooperation with the library board president and notifies library board of scheduled meetings.
12. Collects and reports monthly statistics and activities to the Library Board.
13. Directs and supervises the maintenance of the library buildings and grounds.
14. Informs and advises the library board as to local, regional, state and national developments in the library field and works to maintain communication with other area libraries.
15. Serves as chief consultant to the library board on policies and procedures.
16. Advocates for library and community needs, and represents the library on community boards and committees.
17. Oversees the library's ongoing collection development plan and supervises the selection, purchase and withdrawal of library materials in accordance with that plan.
18. Develops and administers the library's overall public relations plan, including preparation of press releases, social media efforts, website, radio and print communication and presents to community groups.
19. Represents the library at the municipal, system, and county level and actively participates in other professional library organizations.
20. Conducts library tours, presents programs to local groups and performs other outreach activities as required.
21. Seeks grant funding as appropriate.
22. Performs other related work as required by the library board.

Knowledge and Abilities

1. Ability to establish and maintain effective working relationships with library trustees and staff, volunteer groups, local and state officials, the general public and community groups.
2. Ability to foster and maintain positive public relations for the library within the community.
3. Ability to gain a working understanding of current and developing technologies as they relate to public library operations and services.
4. Ability to maintain confidentiality of library patron information.
5. Ability to guide and direct the growth and development of the library.
6. Ability to hire, train, supervise and discipline employees, coordinate and delegate workloads and work schedules, evaluate work performance and maintain high standards of library service.
7. Ability to interpret statistical data, analyze information, evaluate programs and prepare clear and concise reports and recommendations.
8. Ability to understand, develop, interpret and enforce library policies, rules, and procedures and to make recommendations to the library board.
9. Broad understanding of modern library techniques, methods and procedures as they apply to public library administration.
10. Willingness to maintain skills in above-mentioned areas through active participation in appropriate continuing education activities.
11. Working knowledge of English grammar and spelling.
12. Ability to deal with abstract and concrete variables.
13. Ability to interpret technical regulations and instructions.
14. Analytical Skills: identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information, resources available when making decisions.
15. Communication Skills: effectively communicate ideas and information both in written and verbal form.
16. Creative Decision-making: effectively evaluate or make independent decisions based upon experience, knowledge or training.
17. Mathematical Ability: calculate basic arithmetic problems (addition, subtraction, multiplication, division) without the aid of the calculator.
18. Planning and Organizational Skills: develop long-range plans to solve complex problems or take advantage of opportunities; establish systematic methods of accomplishing goals.
19. Problem-solving Skills: develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring.
20. Reading Ability: effectively read and understand information contained in memoranda, reports and bulletins, etc.
21. Time Management: set priorities in order to meet assignment deadlines.

Physical Demands of the Position

1. Ability to work in confined spaces.
2. Bending/twisting and reaching.
3. Far vision at 20 feet or further; near vision at 20 inches or less
4. Fingering: keyboarding, writing, filing, sorting, shelving and processing.
5. Handling: processing, picking up and shelving books.
6. Lifting and carrying: 50 pounds or less.
7. Pushing and pulling: objects weighing 300-400 pounds on wheels.
8. Sitting, standing, walking, climbing, stooping, kneeling and crouching.
9. Talking and hearing; use of the telephone.
10. Mobility: travel to meetings outside the library

Environmental/Working Conditions

- 1. Flexible work hours: some evening and weekend hours are required.
- 2. Inside and outside work environment.

Equipment Used

Audiovisual equipment, book truck, building systems such as security, heating/air conditioning, fire and smoke alarms, calculator, digital camera, copy machine, fax machine, microfilm reader/printer, telephone, computer, tablets, smart phones, etc.

Education and Experience

- 1. Bachelor’s Degree
- 2. Grade 2 Wisconsin library certification required within two years of employment.
- 3. Master of Library Science from an American Library Association accredited institution (Grade 1 certification) preferred.
- 4. Management and supervisory responsibility or five years of progressively more responsible library management experience.

Wages and Benefits

Starting salary \$58,000-\$68,000 commensurate with experience.

Evaluation

The Director will be evaluated annually by the Personnel Committee. Together they will review goals from the previous year and set goals for the upcoming year.

Approved by the Columbus Library Board of Trustees on April 16, 2019.

I have reviewed and received a copy of this job description.

Library Board President

Library Director

Date

Date