

Job Title: Director

Location: Northern Waters Library Service, Ashland, Wisconsin

Reports to: Board of Trustees

FLSA Status: Exempt

Approved by: NWLS Board of Trustees

Date: October 2024

General Description: In partnership with the NWLS Board of Trustees, the System Director provides administration and leadership for the Northern Waters Library Service. The Director offers professional advice to the Board of Trustees in the areas of policy, planning and budgets. The person in this position oversees the daily administration of NWLS including staff supervision, budget preparation and financial oversight. The System Director consults with member libraries to ensure effective services are provided.

Essential Functions and Responsibilities:

1. Serves as executive officer of the system and administrative officer to the NWLS Board of Trustees; reports to the board. Advises the board on policy matters.
2. Coordinates the creation and presentation of the annual budget and plan, strategic plan, annual reports and all such documents required for System statutory compliance.
3. Plans, develops, manages, and evaluates overall activities of NWLS. Works to ensure NWLS complies with public library system statutory requirements through Wisconsin Department of Public Instruction.
4. Provides consulting services to member libraries.
 - a. Responds to member library requests for assistance and information concerning topics such as library administration and management and library law.
 - b. Assists member libraries and municipalities in meeting statutory requirements for System membership and effective participation.
 - c. Assists member libraries to obtain the resources needed to provide quality library service through effective interaction with local government.
5. Recruits, selects, hires, supervises, evaluates and terminates NWLS staff.
6. Creates and maintains a work environment that attracts and retains employees of the highest possible caliber, and enables them to work in an effective and efficient manner.
7. Researches, negotiates, and oversees the implementation of contracts subject to the approval of the NWLS board.
8. Represents NWLS and consults with county boards, library boards, and member libraries on system objectives.
9. Monitors legislative developments affecting libraries. Works with state legislators, government officials, other system directors, and library advocacy groups to generate support for NWLS and its member libraries.
10. Represents NWLS at regional and state meetings relevant to systems services.
11. Identifies opportunities to collaborate and enhance services.
12. Oversees NWLS Continuing Education operations.

Knowledge, Skills and Abilities:

1. Thorough knowledge and understanding of the principles and practices of sound public library management and the ability to apply them to the library system.
2. Ability to analyze trends and developments in the field of librarianship and use them to evaluate NWLS needs and services.
3. Ability to lead in a group setting. Ability to establish and maintain effective working relationships with the NWLS board, system staff, member library boards, library staff and library directors, local and state officials; library patrons; and sales representatives.
4. Ability to develop reasonable budget proposals, operate within an established budget and analyze the budget implications of system services for both NWLS and member libraries.
5. Skill in supervision of staff. Sound knowledge of management principles and techniques. Ability to foster an environment in which employees are self-motivated and exhibit high morale. Capacity to recognize and develop the skills of others. Ability to identify appropriate work assignments for system staff and to follow-up to ensure tasks are properly completed.
6. Ability to manage workflow and establish priorities.
7. Ability to communicate effectively. Skill in interpersonal communication and public speaking. Ability to give and follow complex written and/or verbal instructions and to pay close attention to detail.
8. Sound understanding of library law and of the Wisconsin Public Librarian Certification Manual.
9. Skill in use of shared integrated library systems. Knowledge of database, spreadsheet, and word-processing programs. Ability to quickly learn new software programs as they relate to job duties.
10. Willingness to maintain skills necessary to serve as an effective library system director through active participation in appropriate continuing education activities.

Physical Demands: We encourage applicants of all abilities to apply and are dedicated to fostering an inclusive and accessible workplace. While performing the duties of this job, the employee may be required to:

1. Sit or stand at a desk, use hearing, near vision and keyboarding while using computer or other office equipment.
2. Move around an office and to other buildings and offices.
3. Talk to the public, member library staff, system staff and government officials.
4. Handle papers and manuals, equipment, resources and other items weighing up to 50 pounds.
5. Stand, move, and reach in order to perform filing or other tasks, lifting and moving items, presenting information and materials.
6. Drive to other locations and offices.

Education, Experience and Training:

A qualified candidate will meet these minimum qualifications:

1. Master's Degree in library science from an ALA-accredited school.
2. Eligibility for Wisconsin Grade 1 library certification.
3. 5 plus years of library management experience, with progressive supervisory responsibility in a library system, consortium, or public library setting.
4. Possession of or ability to obtain a valid Wisconsin driver's license.
5. Residency within the 8 county service area, timeframe negotiable.

Work Environment and Schedule: This is a salaried, full-time position requiring at least 80 hours per two-week pay period on a flexible schedule that may vary day-to-day. Usually works in an office environment with staff contact, both in person and via phone, video conferencing and email. Frequent contact with library staff, both in person and via phone and email. Occasional direct contact with the public, primarily via phone and email. Evening, Saturday and Sunday work may be required. The position offers a flexible, hybrid remote/in-office work environment. Overnight travel may be required.

This job description is meant to describe the general content and requirements of the position. It is not to be construed as an exhaustive statement of duties and responsibilities. Other duties may be assigned at the discretion of the Board of Trustees.