

Winnefox Library System Position Description

Position: Assistant Director

Date: May 29, 2019

General Purpose

The person in this position oversees the daily administration of the library system, including staff supervision, budget preparation, and financial oversight. This person also ensures that effective services are provided to member public libraries, including direct service to library directors, staff, and trustees

Supervisor: Director

Supervises: Provides general supervision of all system staff. Directly supervises Administrative Coordinator, CE/Training Librarian, WCTS Coordinator, Database-Application Developer, Web Developer/Network Manager, Interlibrary Loan Specialist, Network Manager/PC Support Specialist, ILS Manager

Essential Duties and Responsibilities

| Duty / Responsibility | Performance Standards |
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| Administration | |
| Completes the Annual System Plan and Report and other reports required by the DPI | Reports are completed and filed by deadlines. |
| Assists in preparation of board meeting agendas and reports. Attends board meetings | Meeting agenda and board packets are prepared and distributed by required dates. Reports are prepared so board has the information it needs to oversee system activities. |
| Represents the System at meetings of SRLAAW, WPLC, DLT, and other regional and statewide bodies. | Represents and speaks for the System at these meetings. Brings information from these meetings to System staff and trustees and member library directors, staff, and trustees. |
| Conducts orientation of new Winnefox trustees | Trustees are introduced to the System and to their responsibilities soon after they are appointed. |
| Supervises administration of the WCTS program. Calls and chairs WCTS Executive Committee meetings | WCTS program serves the needs of its libraries. |

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| Human Resources | |
| Hires, evaluates, and supervises staff under the direction of the System Director. | Staff efficiently and professionally provide services to member libraries. |
| Advises the System Director in disciplinary matters. | |
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| Business Management | |
| Drafts the annual Winnefox and WCTS budgets for approval by the Director and Board. Works with the ILS Manager to draft the WALs budget. Advises the Director in compensation matters. | Budgets are submitted and approved by required dates. |
| Oversees implementation of the System budget. <ul style="list-style-type: none"> • Reviews monthly expenses and bi-weekly payroll expenses. • Transfers funds between accounts as necessary. | Expenses are reviewed and funds are transferred as needed. System expenses are spent as budgeted. |
| Supervises the preparation and submission of required federal and state financial and employment reports. | Reports are submitted as required. |
| Oversees contractual relations with other organizations. Sees that agencies Winnefox provides services for are billed in a timely manner. | Organizations receive contracted-for services and parties are billed appropriately. |
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| County Planning | |
| Organizes and conducts regular meetings of library directors in each county | Meetings are held as scheduled and agendas have enough good content to make it worth the directors' while to attend. |
| Calculates and prepares annual county funding requests. Assists directors in planning strategy for funding requests. | County funding requests are calculated and submitted to each county by the required dates. |
| Calculate and coordinate billing to adjacent counties | Billing to adjacent counties is completed by the statutory date. |

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| Schedules and organizes presentations to and meetings with County boards, County board committees, and County Executives and Administrators as necessary. | County officials are aware of the library's importance in the county and services to county residents. Library directors have good relationships with county officials. |
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| Education and Consulting | |
| Answers questions from library directors, trustees, and municipal and county officials on library operations and legal issues. | Correctly answers questions and provides accurate and useful information in a timely manner. |
| Meets with library boards and municipal and county boards as requested or needed | Meets with boards as necessary. |
| Assists directors in preparation of library annual reports <ul style="list-style-type: none"> • Provides information needed for the report. • Answers questions from directors • Reviews reports and suggests corrections. • Holds annual report session for new directors. | Directors are able to complete annual report form accurately and on time. |
| Prepares custom statistical reports for library directors, trustees, and municipal officials. | Prepares reports as requested. Attempts to anticipate needs and is proactive in researching information and creating and distributing reports. |
| Researches and prepares reports and FAQs on issues relating to library and municipal law, HR, or other information needed by directors. | Information and reports are shared with library directors and trustees and distributed through appropriate channels |
| Monitors library-related news, library service trends, legislation and court cases affecting libraries, general political issues, and HR law, and shares this information with library directors and trustees. | Appropriate information is shared with library directors and trustees in a timely manner. |
| Writes articles for and edits quarterly trustee newsletter "Trustee Tale" | Newsletter is published as scheduled. Positive comments are received on newsletter content. |
| Prepares and conducts 2 - 4 workshops for trustees each year | Workshops are held and learning outcomes are achieved. |
| Conducts one-on-one and small group training and education of library directors. | Training is held as needed and requested and learning outcomes are achieved. |

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| Conducts orientation of new library directors | New directors are contacted within one week of their start date and meeting is held within two weeks. Follow-up and other training is done as needed. |
| Assists libraries in preparing, distributing, and interpreting community and user surveys. | Libraries receive useful information to help them in planning service programs. |
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| Library Advocacy | |
| Assists library directors in developing presentations to elected officials at local and state level. | Directors are able to effectively communicate with elected officials and build support for libraries. |
| Informs library directors of legislative and statewide library issues. | Directors and trustees are aware of legislative issues and have the information needed to be effective advocates. |
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| LSTA And Other Grants | |
| Identifies and coordinates grant projects, cooperative programs, activities, and purchasing opportunities to enhance services or save member libraries money. | Works with library directors to identify possible LSTA and other grants. Coordinates writing of cooperative grant requests. |
| Prepares grant requests for LSTA System grants | Requests for grants are submitted correctly and on time. |
| Assists libraries in preparing LSTA grant requests | Directors are aware of grant possibilities and have the information they need to submit successful requests. |
| Prepares semi-annual and annual LSTA reports for system grants | Reports are filed on time. |
| Submits LSTA reimbursement requests. | Requests are submitted in a timely manner. |

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of library materials, and the principles and practices of modern library administration.

- Ability to supervise the work of subordinate professional, technical, clerical, and other staff members.
- Ability to establish and maintain effective working relationships with other staff, system trustees, member librarians, and the general public.
- Valid Wisconsin driver's license, means of transportation, and willingness to travel to participating libraries and state-level meetings.
- Willingness to attend relevant statewide, regional, and national meetings and conferences.
- Willingness to work flexible hours, including occasional evenings and weekends.
- Ability to effectively chair meetings and make public presentations.
- Knowledge of current practices and developing trends in library service.
- Writing and editing skills in a variety of media, including print, electronic and digital.
- Computer skills including confident use of personal productivity software (word processing, spreadsheet, email, calendaring, presentation) and web-based communication tools.
- Inter-personal skills; capable of working in a team environment.
- Coaching skills, including the ability to clearly and patiently explain how and why tasks are to be performed.
- Skill in communicating effectively with people from diverse backgrounds.
- Ability to prioritize tasks for oneself and system employees.
- Ability to effectively delegate tasks to maximize productivity.
- Ability to handle multiple projects and deadlines
- Ability to adapt to change; willingness to learn and teach new ways of doing things, including new technologies.
- Familiarity with research, data analysis and presentation.

REQUIRED EDUCATION AND/OR EXPERIENCE

- MLS from ALA accredited library school and willingness to maintain Grade 1 Wisconsin Public Librarian Certification
- Minimum of four years' professional public library experience, including at least one year in a supervisory role and one year in administration.

TOLS AND EQUIPMENT USED

Typical office equipment, computers and software, fax machine, photocopier, telephone, and printers.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be required to stand for extended periods of time; talk and hear; use hands to dial, handle, or feel objects or controls; and reach with hands and arms. The employee may be required to kneel, walk, stand, bend, twist, push and pull. Job requires employee to be able to push carts and lift boxes weighing up to 50 pounds.

WORK ENVIRONMENT

Between 30 and 35 hours per week are spent in a typical office environment. The remainder of the time is spent in off-site meetings or traveling to meetings. This person typically has one or two off-site meetings per week.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview; background check; and job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee. It is subject to change by the employer as the needs of the employer and requirements of the job change.