

## **MONARCH LIBRARY SYSTEM**

January 2019

### **Director**

The Director is responsible for the administration and management of the Library System subject to the policies of the System Board and state statutes.

#### Essential Job Functions

- Works with staff of member libraries, local library boards, government officials, the Division for Libraries and Technology and appropriate organizations to plan for the improvement of library service in the system.
- Develops and maintains effective relations with system and member library staff, library boards, community officials and the general public.
- Prepares, presents and administers the budget for the Library System under the policies of the Library System Board.
- Plans, develops, administers and evaluates library system programs and activities to meet the needs of member libraries and comply with state library laws.
- Prepares reports for the board as directed by the Board and for the Board's education.
- Hires, supervises, directs, develops, evaluated, disciplines, and terminates Library System employees subject to the policies of the Library System Board.
- Supervises and maintains financial and other records of the Library System.
- Implements and carries out policies established by the Library System Board.
- Performs other duties as they evolve from the operation of the system or as required or assigned by the System Board.

#### Knowledge and Abilities

- Thorough knowledge of library principles, procedures, and technology.
- Demonstrated knowledge of widely accepted financial management, and personnel management practices.
- Demonstrated knowledge of widely accepted organizational planning and evaluation methods, and program planning and evaluation practices.
- Excellent written and verbal communication skills and the demonstrated ability to work well with a wide variety of people.
- Demonstrated knowledge of library laws and regulations governing library systems and public libraries
- Valid driver's license

#### Education and Experience

- Master of library science degree from an ALA accredited university or equivalent.

- Eligible for grade 1 Wisconsin public library certification
- 3 years of progressively responsible administrative and financial management responsibilities in a library or library system or equivalent.