



## LA CROSSE PUBLIC LIBRARY

### Library Director

Department: Library  
Division: Administration  
Status: Exempt  
Grade: 18  
Report to: Board of Trustees

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#### Summary:

The Library Director acts as the Chief Executive of the La Crosse Public Library (LPL) and ensures the mission and strategic goals of LPL are realized. Plans, organizes, develops, analyzes, implements, and defends library policies, procedures, plans, and operations.

#### Reporting Relationships and Team Work:

The position reports to the Board of Trustees and the Library Director is reviewed annually by the group in accordance with the bylaws and Wisconsin State Statutes. Supervises Deputy Director, managerial and supervisory staff in Archives, Business Services and Infrastructure teams and support services.

#### Essential Duties and Responsibilities:

*Class specifications are intended to provide a descriptive list illustrative of the range of duties performed by employees in the class. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

1. Serve as a visionary leader and continue to move the library forward to best serve the needs of the community, be innovative and adapt to the changing role of public libraries.
2. Report to the Board of Trustees twice monthly and additionally as needed, including intermittent meetings with the Board President to keep the Board apprised of library needs and updates.
3. Serve as the liaison between library management and the Board of Trustees.
4. Directly manage library leadership and directly/indirectly provide support, guidance, and development opportunities for all staff.
5. Advocate for the library and actively participate in community events and organizations, while fostering partnerships.

6. Develop annual operating and capital budgets in collaboration with the Board of Trustees and library managers presenting annually to the City of La Crosse, working within budget parameters.
7. Manage the budget of the library as well as have a strong understanding of the fiscal operations of city budgeting and accounting.
8. Develop and increase secondary and tertiary lines of income for the library.
9. Maintain and develop relations with city departments and officials.
10. Manage the development and implementation of the LPL goals, objectives, priorities, policies and procedures.
11. Provide leadership in the external affairs of LPL including fundraising, community relations and outreach to community organizations through ongoing library advocacy.
12. Oversee and direct library operations including public services, current collection management, local archives department, technology, administration and facilities management.
13. Oversee the writing, distribution and filing of the annual reports including LPL annual report.
14. Responsible for compliance with corresponding laws and policies pertaining to public libraries.
15. Ensure appropriate policies and work practices are in place and well understood by the organization.
16. Foster collegial relationships with other library directors and professionals.
17. Participate regularly in continuing education activities to maintain all certifications needed for the position of Public Library Director in Wisconsin.

#### Core Skills and Qualities:

*Employees are expected to demonstrate the following qualities at all times:*

1. Establish and maintain effective working relationships with internal staff, external organizations, and the general public.
2. Positively reflect LPL's mission, vision, and values to the staff and public.
3. Effective organizational and time management skills, including the ability to multitask, manage multiple projects at the same time and adapt to changing priorities to meet demands of the department.
4. Communicate effectively verbally and in writing.
5. Demonstrate quality customer service.
6. Exhibit initiative, inclusivity and acceptance of diverse ideas and people, and decisiveness.
7. Exhibit reliability and dependability. Demonstrate punctuality and regular and consistent onsite and offsite attendance.
8. Demonstrate a positive attitude and flexibility.
9. Work well with others, show respect, contribute to the team.

#### Knowledge, Skills, and Abilities:

*Employees are expected to perform or possess the following:*

1. Oversight and coordination of public library operations, programs and services.

2. Principles and practices of library science and information services.
3. Experience facilitating high-quality, customer-focused and innovative public library service.
4. Library technology, resources, databases and software.
5. Preparing and administering budgets; fiscal stewardship.
6. Principles, practices and methods of supervising others.
7. Efficiency in decision-making and prioritization with operational and procedural concerns.
8. Sound judgement and the ability to identify complex problems, evaluate solutions and implement change to the benefit of the organization.
9. Maintain all certifications needed for the position of Library Director, Grade 1 Certification from Wisconsin DPI.
10. Facilitation of task forces, committees and council meetings.

### Technology Requirements:

#### Required:

- Use of standard office equipment, including but not limited to Personal Computer and related software packages to perform analysis, information retrieval and tracking.
- Library technology, resources, databases and software.
- Intermediate keyboard and data entry skills.
- PC navigation skills in a Windows-based environment; ability to connect and print
- Ability to navigate, search and use web functions and software applications (i.e., time and attendance systems, performance reviews).
- Intermediate (or Basic) Microsoft Office Suite skills (e.g., Outlook, Word, Excel) to satisfactorily complete job responsibilities.

#### Desired:

- Basic (or Intermediate) SharePoint skills.

### Education and Experience:

Master of Library & Information Science from an ALA-accredited institution and proven work experience is required.

Five or more years of progressively responsible public library experience with at least three years of supervisory experience; knowledge of management techniques and the ability to direct the work of others.

### Licenses, Certifications, and Special Requirements:

- State of Wisconsin Librarian Certification is required.
- Must pass and maintain a criminal background check.
- Must have a valid Wisconsin State driver's license and an acceptable driving record, OR must be able to provide own transportation to and from job, meetings, and related job sites.

### Physical and Environmental Conditions:

- Work is performed in a busy, service-oriented office with frequent interruptions and under the stress of continual pressure to meet deadlines and handle competing priorities.

- Occasional travel is required to attend meetings

#### Work Schedule

Full-time, frequently including evenings and additional hours related to meetings, programs, and special projects. May include rotating evening and weekend hours.

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The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions with this job.

This and all LPL positions are subject to transfer, based on library need.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job. La Crosse Public Library is also an Equal Opportunity Employer.