

ASSISTANT DIRECTOR, McMillan Memorial Library, Wisconsin Rapids, Wisconsin. Seeking a proven leader and manager for award-winning public library serving 40,000 people in scenic central Wisconsin. Wisconsin Rapids: High quality of life, low housing costs, beautiful parks, excellent educational institutions. McMillan Library: \$1,846,000 annual budget; 19 FTE including 6 FTE with M.L.S. 45,000-square-foot building with 250-seat auditorium. 5,000-square-foot Library Commons area with coffee shop. Endowment and high level of ongoing private funding. Excellent programs for all ages supported by a strong programming budget. McMillan is currently accepting bids on a two million dollar project which expands the existing makerspace and redesigns over 15,000 ft². See project at <https://www.mcmillanreimagined.org/> and library website at www.mcmillanlibrary.org. Responsibilities: Under the direction of the Library Director, the Assistant Director coordinates the day-to-day operations of the library. This position is a manager of supervisory personnel and operations and is responsible for overseeing the development of the makerspace. Qualifications: A.L.A.-accredited M.L.S. and experience in public library supervision required. Compensation: 2021 salary scale \$72,672 - 85,335. Excellent benefits including 4 weeks vacation after 1 year. Application Deadline: Monday, May 3, 2021. Send letter of application with resume including two or more references to Administrative Services Manager Vicki Steiner, McMillan Memorial Library, 490 E. Grand Ave., Wisconsin Rapids, WI 54494 or to vsteiner@mcmillanlibrary.org. Equal-opportunity employer.

Position Description

Assistant Director

Nature of Work

Under the direction of the Library Director, the Assistant Director coordinates the day-to-day operations of the library. This position oversees the development and execution of the library's operational objectives as well as participates in long range planning, budgeting, analysis, project management, and process improvement ensuring the library's long range mission, vision and priorities are maintained. This position is a manager of supervisory personnel and operations and is responsible for overseeing the development of the makerspace.

Job Functions

ESSENTIAL JOB FUNCTIONS

- Serves as Director in Director's absence.
- Builds collaborations within the community and with other libraries. Oversees work of embedded librarians.
- Coordinates Library personnel issues such as hiring, payroll and benefits, in cooperation with the Administrative Services Manager.

- Plans and oversees development of the makerspace, including programming, equipment and scheduling staff.
- Models leadership and management techniques to the supervisory staff, develops a positive work environment by promoting staff morale and serves as a model of professionalism, ethics and service improvement.
- Assists in the planning, developing and implementing of new procedures. Monitors activities and services to determine that community needs are met efficiently and accurately according to policy and procedures.
- Plans and oversees use of library automation, including integration with SCLS services, RFID, staff and public Internet access, and computer hardware and software.
- Coordinates creation of new collections, purchases of databases, and approves expenditures for library materials.
- Helps prepare annual reports for the State Department of Public Instruction. Maintains statistical records. Works with staff members to complete grant applications and grant reports as needed.
- Coordinates all-staff training and conducts new employee orientation sessions.
- Develops assessment to meet community needs for access, using national trends and standards, current technology and analysis of community needs and library capabilities.
- Prepares documents for Administration, Library Board and the public. Participates in the library's social media presence and website.
- Coordinates planning with Administration and Library Board, including capital improvements.
- Assists Director and supervisors in dealing with problems in daily operations.
- Handles complaints and comments from the public.
- Works with supervisors to coordinate programs and services including volunteers.
- Maintains knowledge of library trends to inform service developments.
- Coordinates process improvement, including Lean processes throughout the Library.
- Maintains regular punctual and predictable attendance, works overtime and extra hours as required.

OTHER JOB FUNCTIONS

- Supervises and evaluates subordinate staff
- Trains subordinate staff.
- Performs research and other special projects.
- Coordinates operations with other city departments.
- Consults with officials of other public and educational agencies on common library issues.
- Assists in collection development by selecting materials in various collection categories.
- Assists in resolving problems with vendors.

- Plans and assigns work of library staff.
- Prepares and monitors budget accounts.

Requirements of Work

Requires considerable experience in professional library work, including some supervisory experience, a master's degree in Library Science, and the following knowledge, abilities and skills:

- Knowledge of the principles and best practices of public library and community service, particularly makerspaces, community engagement and personnel management.
- Knowledge of principles and practices of public library administration.
- Ability to supervise, train and coordinate the work of subordinate personnel holding staff accountable to library policies and mission.
- Ability to speak before groups
- Ability to research, compile and analyze data and prepare special reports.
- Ability to manage complex projects
- Ability to develop and maintain effective relationships with superiors, peers and subordinates
- Working knowledge of digital services, ILS systems, social media and library related technology and trends.
- Proficiency with Word and Excel and able to quickly adapt and learn new software as required by the library.
- Evidence of flexibility, enthusiasm and ability to adapt.
- Strong oral and written communication skills.
- Ability to speak Spanish or Hmong a plus.

COMPETENCIES (a separate document)

- Communication
- Vision
- Organizational Savvy
- Strategic Mindset
- Decision Quality