



City of Fort Atkinson
 Dwight Foster Public Library
 209 Merchants Ave.
 Fort Atkinson, WI 53538

POSITION DESCRIPTION

POSITION TITLE: Dwight Foster Public Library Director

FLSA CATEGORY: Exempt

DEPARTMENT: Dwight Foster Public Library

EMPLOYMENT CLASSIFICATION: Full Time

REPORTS TO: Library Board

PAY TYPE / GRADE: Salary/26

Purpose of Position

The mission of the Dwight Foster Public Library (DFPL) is to help people achieve their full potential by being a leading resource for information, education, culture, and recreation. As the chief executive officer of DFPL, the Library Director plans, organizes, directs, evaluates, and reviews the library's resources, personnel, facilities, services and programs to respond to the diverse and changing needs of the community.

The Library Director reports to the Library Board and is responsible for overall management of the Dwight Foster Public Library. The Library Director provides leadership and direction to all full-time and part-time Library staff and volunteers.

As the head of a department within the City of Fort Atkinson, the Director attends City Management Team meetings, all-staff meetings, and other meetings at the request of the City Manager. The Director may be required to attend certain City Council meetings.

The Library Director works closely with the Library Board, the City Manager, and others in order to achieve the goals of the City and the Library. Performance is reviewed through observation, completion of projects, status reports, conferences, and on-going communication with the Library Board and the City Manager. The Library Board and City Manager formally evaluate work performance at least annually with feedback provided on an on-going basis.

The Library Director has regular and frequent contact with Library Board members, city officials, employees, patrons, Friends of the Library Board, members of the public, and representatives of other agencies. The Library Director serves as the Library's official representative at meetings, presentations, conferences, and related matters directly related to DFPL.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive and may change based on the needs of the Library and community.

- Develop overall vision, mission, goals and objectives of the library, in collaboration with and alignment of the public, staff, City Manager, City Council, and Library Board, utilizing library best practices and Wisconsin Public Library Standards.
- Provide professional guidance to the Library Board, leading Board development activities.
- Develop and recommend library policies to the Library Board. Ensure implementation of policies and procedures.
- Manage agendas for Board meetings in cooperation with the Board president in accordance with Wisconsin's open meeting law. Attend all Library Board meetings, prepared with a Director's report including current library activities, operational and facility changes and any other issues requiring Board attention.
- Attend meetings of the County Library Board and other agencies as needed to advance the goals of the Dwight Foster Public Library.
- Possess comprehensive knowledge of city ordinances and policies, Dwight Foster Public Library Board policies, Wisconsin state statutes relating to libraries, Wisconsin state library standards, library system membership agreements, American Library Association's adopted doctrines, and federal law.
- Direct daily operations of the library and long-term (strategic) planning.
- Evaluate projects and operations to meet community needs.
- Develop annual library budget for review by the Library Board, the City Manager and local officials.
- Assume fiscal responsibility, including monitoring current expenditures and revenues and forecasting future expenditures and trends. Prepare bills for Library Board approval and payment by the City.
- Prepare annual and special reports for the Library Board, the Jefferson County Library Board, and the Wisconsin Department of Public Instruction.
- Oversee contracts, purchases, and property disposal in accordance with procedures established by the Library Board and the City of Fort Atkinson.
- Work with the Bridges Library System director when DFPL is selected by the County Library Board as the "resource library."
- Recruit, hire, train, and manage library staff according to local, state, and federal regulations and management best practices toward the goal of providing a welcoming, customer-focused library environment.
- Maintain staffing plan, position descriptions and salary levels, proposing changes for approval of the Library Board.
- Actively represent the library at city, county, system, consortium, and state level meetings to advance the interests of the library.
- Implement technology in library operations to enhance library services, improve accessibility, and adapt to evolving needs.
- Direct and supervise the maintenance, protection, and security of the library to ensure compliance with legal requirements, accessibility, and safety.

- Oversee facility management, including planning for and implementing maintenance, repairs, and improvements to the building, grounds, equipment, technology, furnishings, etc.
- Manage public relations, marketing, and fund development activities.
- Inform and advise stakeholders on legislative matters affecting the library.
- Supervise collection development and materials selection.
- Perform additional duties as assigned by the Library Board and City Manager.

Minimum Qualifications

- Master's Degree in Library Science from an American Library Association accredited program.
- Possession of or ability to obtain a Wisconsin Librarian's Certificate, Grade 1 (Wisconsin Stat. 43.09(1)).
- At least three (3) years of progressively responsible and relevant experience in the library field that includes supervisory responsibilities.
- Ability to travel to meetings outside of the library's community.
- Ability to respond to emergency situations and facility alarm calls.

Knowledge, Skills, and Abilities

- Experience in library administration, including planning, organizing, and managing staff.
- Familiarity with collaborative management principles and strong customer service practices.
- Demonstrated skill in problem solving, budgeting, finance, and fundraising.
- Experience with advocacy, government relations, and staff/board development.
- Competent in technology and software applications, including Microsoft products with a willingness and ability to learn new programs.
- Experience building and maintaining relationships with various stakeholders.
- Capable of understanding and applying relevant laws, regulations, and procedures.
- Skilled in sound decision-making, delegation, discretion/confidentiality, and adaptability.
- Excellent communication skills, both written and verbal with the ability to engage with and present to diverse audiences.
- Ability to analyze data over time to recognize trends.
- Ability to exercise initiative, strategic thinking, and judgement based on factual information and measurable criteria.

Physical Requirements

- Use standard office equipment.
- Ability to lift up to 40 pounds on a frequent basis.
- Ability to push and pull objects weighing 60-80 pounds on wheels.
- Full-time salaried position with flexible work hours requiring daytime, evening, and weekend hours.

Professional Development

- Maintain required Grade 1 Wisconsin Library Certification.
- Stay abreast of trends and innovations in public library management by participating in professional library associations, workshops, and professional reading.

Updated and Approved: April 8, 2024



President DFPL Board of Trustees



City Manager

The City of Fort Atkinson is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.