

CITY OF EVANSTON LIBRARY DIRECTOR JOB DESCRIPTION

NATURE OF WORK:

The Library Director oversees and directs the activities and services of the Evanston Public Library. The Library Director is responsible for staffing and staff development, Board development, the provision of exceptional public service delivery, marketing and fund development, advocacy, government relations, budgeting, and planning. The Library Director attends all meetings of the Library Board as well as those of the City Council, neighborhood groups, and other agencies as needed in order to further the goals of the Evanston Public Library and the City of Evanston.

SUPERVISION:

The Library Director reports to the Library Board and is responsible for overall management of the Evanston Public Library. The City Code, Evanston Public Library Board policies, state statutes, Illinois State Library standards, and the policies of the Illinois State Library, the Reaching Across Illinois Library System and the Cooperative Computer Services consortium provide guidance. The Library Director works independently, within the overall framework set by the Library Board. The Library Director is responsible for prioritizing goals, and for identifying and utilizing the appropriate resources to reach desired goals.

The Library Director works closely with 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. The Board of Trustees formally evaluates work performance at least annually, with respect to financial expertise, achievement of goals and objectives, problem-solving ability, analytic skills, communication skills, customer service, staffing, presentation skills and other competencies established by the Board and Director. Feedback on performance is provided on an on-going basis.

PUBLIC CONTACT:

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

ESSENTIAL FUNCTIONS OF WORK:

- Directs and participates in long-range planning for the library to improve internal functions and delivery of services to the community.
- Directs and reviews the operations of the library system; gives advice and makes decisions on specific and complex problems.
- Evaluates long and short-term projects, as well as daily operations, to keep the services of the library system current with public/community needs.
- Performs staffing and supervisory duties; evaluates subordinates; reviews overall staffing patterns, work schedules, and evaluations; oversees the training and orientation of new library staff members.
- Prepares annual and special reports, agendas, budgets, etc. for the Evanston Public Library Board of Trustees.
- Acts as representative to professional library associations and other libraries in the Reaching Across Illinois Library System to share ideas and information in the on-going improvement of the Evanston Public Library.
- Oversees preparation of the annual Library operating budget, including both revenue and expenditure history analysis and future projections.
- Oversees the Library's public relations and fund development activities.
- Attends night and weekend meetings as required.
- Performs other related duties as assigned.

MINIMUM REQUIREMENTS OF WORK:

This position requires a Master's degree in Library Science and a minimum of 5 years Library administration experience, and 8 years supervisory experience in addition to eight to ten years of increasingly responsible management and leadership experience in a library setting.

Skills and Abilities:

- Experience planning, organizing, directing and conducting the administrative and management functions of a Library.
- Experience in organizations where collaborative management concepts and strong customer service prevail.
- Experience with culture change, board development, and working with a union preferred.
- Demonstrated skills in problem solving, management, budgeting and fundraising.
- Demonstrated skills in advocacy, government relations, staff and board development.

- Demonstrated excellence in communication, including written, verbal listening, and public presentation skills.
- Demonstrated experience working effectively with an economically and ethnically diverse staff and community.
- Demonstrated skill in business software applications, including but not limited to word processing, spreadsheet, database, and presentation software; ability to learn software program and applications used by the City of Evanston and the Library.
- Ability to establish and maintain effective working relationships with a diverse group of City officials, staff and citizens throughout the City and outside of the organization.
- Ability to learn, understand and apply federal and state statutes and financial requirements, City ordinances, rules, regulations, and procedures.
- Ability to articulate complex issues in a manner understandable by lay persons.
- Ability to read, understand and interpret statutes, rules, regulations, ordinances, policies and procedures, journals, newspapers, memos, letters, reports, legal documents, and financial documents.

SALARY RANGE:

The salary range for the position is \$105,000 -\$150,000.

PHYSICAL REQUIREMENTS OF WORK/ENVIRONMENTAL CONDITIONS:

Ability to work primarily in a sedentary position, occasionally using force to lift, carry or otherwise move objects normally found in an office setting.

The employee is subject to inside environmental conditions.

SPECIAL LICENSES AND REQUIREMENTS:

Valid driver's license or the ability to obtain same prior to starting work and excellent driving record.