

Library Director



Salary	\$121,516.00 - \$164,046.00 Annually	Location	Madison, WI
Job Type	PERMANENT FULL TIME	Job Number	2023-00491
Department	Madison Public Library	Opening Date	11/03/2023
Closing Date	12/18/2023 11:59 PM Central	Comp. Group/Range	21/20

General Description

The City of Madison is looking for an innovative and collaborative leader who can connect the Madison Public Library to people across our community. Our Library is consistently celebrated as pioneer in creative community building activities and diverse services.

The Madison Public Library is an award-winning library system, dedicated to celebrating ideas, promoting creativity, connecting people and enriching lives. Working for Madison Public Library means working alongside a highly talented and truly outstanding group of people. The new Library Director we are looking for will lead a staff of approximately 135 permanent employees and 125 hourly employees across 9 (soon to be 10) sites to fulfill the Library's vision, mission and values.

The Library Director works with the Library Board, City of Madison, Madison Public Library Foundation, staff located at multiple sites and community groups to effectively plan for and implement library services for the City of Madison. This is high level professional and managerial work overseeing and directing the services, activities and library staff. The Director is responsible for strategy, planning, developing, organizing, implementing and evaluating a wide range of community library services. With dual reporting requirements to the Library Board and Mayor, the Director exercises considerable judgment and discretion in meeting service objectives.

Employment will be subject to a five-year employment contract negotiated by the Mayor and approved by the Common Council. The position requires residency in the City of Madison.

IMPORTANT: THERE ARE 3 SUPPLEMENTAL ESSAY QUESTIONS ON THE JOB POSTING. YOU MUST ATTACH YOUR ANSWERS IN THE ATTACHMENTS SECTION OF YOUR APPLICATION. IN ADDITION YOU MUST ATTACH A RESUME AND COVER LETTER TO YOUR APPLICATION. (To view the questions, click on the supplemental question tab OR view the bottom section of the job bulletin)

****APPLICATIONS RECEIVED WITHOUT REQUIRED ATTACHMENTS WILL IMMEDIATELY BE ELIMINATED FROM CONSIDERATION.****

The City of Madison is an equal opportunity employer functioning under an affirmative action plan. We value diversity, equity, inclusion and belonging. Black, Indigenous, people of color, women, trans, nonbinary and individuals with disabilities are encouraged to apply!

Employees may be eligible for loan forgiveness through the [Public Service Loan Forgiveness Program](#).

Examples of Duties and Responsibilities

- Oversee the development and implementation of library services that meet the changing needs of people in Madison. Plan for and implement strategic initiatives for library services, collections and resources, based on community needs and interests.
- Oversee the effective use of public funds in the development and administration of the Library's budget.
- Work with the Mayor, Common Council and Finance department to develop operating and capital budgets for approval by the Library Board and Common Council.
- Oversee and develop additional alternative resources for services and facilities, including grants and corporate support. Work with the Madison Public Library Foundation on fund development efforts. Ensure that Foundation development activities are congruent with Library Board planning and policy. Serve as a visible spokesperson for the library to increase support and funding for libraries.
- Provide for effective community relations to assess and meet community needs. Develop and communicate a shared vision of library services. Develop and maintain effective working relationships with colleagues, staff, City officials, the media and the public.
- Work with Friends of libraries groups, the public, non-profit and business partners and community groups to ensure libraries are vibrant, welcoming community spaces providing essential services.
- Work with the South Central Library System and member libraries to maintain a positive and effective System relationship.
- Manage and support staff in order to provide the highest quality library services to the community. Create a positive supportive working environment encouraging diversity in the workforce and a respect for diverse points of view. Lead Library efforts to recruit, hire and train personnel, toward retention of diverse and talented workforce.
- Implement procedures to support employee growth and leadership. Support an organizational culture that embraces change and is committed to perpetual learning. Provide for ongoing organizational development.
- Oversee management and development of library facilities reflecting changing community needs. Oversee the planning, design and construction of new and renovated library facilities and work toward identifying and acquiring sites for future library facilities based on a Library Board approved facilities development plan.
- Lead Racial Equity and Social Justice Initiatives at the Library to address and eliminate racial and social barriers in Library programs, services, policies and practices. Demonstrate a commitment to creating an equitable and diverse workplace where all employees feel they belong.
- Perform related work as assigned.

Minimum Qualifications

- The successful candidate will have five (5) years of leadership experience with staff management and development of strategic direction. Such experience will include relationship and coalition building, project management & engagement with various stakeholders and effective & proactive communication.
- AND -
- Master's Degree in Library Science

If an applicant does not possess the specific requirements outlined above, Human Resources will review the application materials to determine if the applicant possesses the following equivalent experience:

Four (4) years of experience in applying the following:

- Principles and practices of Library Administration. Current trends and best practices in libraries.
- Full range of supervisory principles and practices, labor relations and personnel management.
- Relevant technologies and their application for improving public library services and operations.
- Budgeting and program administration principles and practices.
- Fostering community support and responsiveness to current and emerging community needs.

For the complete list of the knowledge, skills and abilities, please reference the [Library Director](#) classification specification.

Other relevant websites to review that promote our award winning Library system:

<https://www.madisonpubliclibrary.org/>

<https://www.madisonbubbler.org/>

Special Requirements

- Possession of or ability to obtain a permanent Wisconsin Librarian's Certificate, Grade 1 (Wisconsin Stat. 43.09(1)); or ability to obtain said credential before completion of the probationary period. Failure to obtain the certification within the required time period may result in forfeiture of the position, absent extenuating circumstances.
- Meet the transportation requirement of the position, in order to travel to all Madison Public Library locations periodically.
- A condition of employment for this position requires residency in the City of Madison.

Physical Requirements:

- Attend meetings in-person
- Attend meetings outside of regular working hours
- Use of computers
- Sitting for extended periods of time

This position will be subject to a 5-year contract.

Supplemental Questions

By checking this box, I acknowledge that my résumé and cover letter (2 page max) are required and must be submitted as attachments in the 'Attachment' section of the application; and will be evaluated on writing ability, including spelling and grammar.

PLEASE READ CAREFULLY--YOU WILL BE REQUIRED TO ANSWER THE FOLLOWING SUPPLEMENTAL QUESTIONS AS PART OF YOUR APPLICATION.

You can answer the questions using a word processing program and attach as a .docx or .pdf file. You must attach the document in the "Attachments" section of the application or you will not receive further consideration for this position. Your responses will be evaluated on your writing ability including: spelling, grammar and your ability to express your thoughts in a logical fashion. By checking this box, you acknowledge the above and understand that your response is required and failure to attach your essay responses will immediately eliminate you from consideration.

1. The Library Director must formulate and administer comprehensive public library programs and services. Suppose you have just been appointed Library Director for the City of Madison. Describe how you would determine your top priorities/goals and how you would proceed to implement them. Include the following in your response:
 - a. Who should be involved in setting program goals?
 - b. What should be considered in prioritizing goals?
 - c. What data or information should be used?
 - d. How would progress be measured?
2. The Library Director is responsible for providing leadership to all branch locations throughout the Madison Public Library System. Currently, various locations may operate under best practices that have proven to serve their respective locations well. Knowing sites may have very specific customer needs/challenges, how would you lead change in a way that promotes system-wide continuity; while still encouraging/allowing sites the flexibility to develop ways to best meet their customer needs and the challenges of their location?
 - a. Describe your leadership style for an entity undergoing organizational change.
 - b. Describe your management style and specific approaches and strategies you would use in bringing staff members together.
 - c. What makes you the ideal candidate for this role and challenge?
3. As the Library Director for the City of Madison, with finite resources, how do you appropriately prioritize the needs of systematically marginalized communities and individuals while being responsive to the broader community?