

## **Nicolet Federated Library System Job Description**

Approved August 8, 2024

**Position:** Assistant System Director

**Reports to:** System Director

**FLSA Status:** Exempt

**Salary Range:** \$58,600 - \$62,400

### **General Description**

The Assistant Director supports the System Director in administering system services to member libraries, library directors, staff, and trustees; works directly with the system board to support its operations, meetings, and ensure compliance with state law; assists the Director with administering, planning, and evaluating consultation services; plans and executes professional development for board trustees and member libraries; manages and completes special projects, as assigned.

### **Essential Duties and Responsibilities**

#### **Administration**

1. Assist the System Director with:
  - a. The administration of the service functions and planning activities of Nicolet Federated Library System (Nicolet) in accordance with the developmental needs of member libraries, and in compliance with state law.
  - b. Creating or negotiating system plans, budgets, contracts, and other similar documents required to enable the development and operation of system services and programs.
  - c. Completion of the Annual Report, System Plan, and other reports, as needed.
  - d. Providing direct consultative services to member libraries and library directors, including advising directors with preparation of the Annual Report and other reports.
  - e. Drafting the system's annual budget.
  - f. Acting as resource person for daily operations and for the System Director in their absence.
  - g. Supervising staff and projects as assigned.

#### **Library and System Boards**

1. Preparing system board meeting agendas and reports in compliance with state law. Attend board meetings, record minutes, and provide training for system trustees.
2. Coordinating with regional partners to provide training to trustees on member library boards.
3. Providing orientation for newly appointed system trustees.

#### **Outreach**

1. Acting as a liaison between member libraries and the Youth Services and Inclusive Services system liaisons.
2. Working with the Inclusive Services Liaison to promote and facilitate implementation of inclusive library services at member libraries.
3. Working with the Youth Services Liaison to support youth services at member libraries.

4. Participating regularly in statewide partnerships, collaborations, conferences, and meetings.
5. Working to enhance existing partnerships with other systems/agencies and develop new partnerships that would benefit the system and its member libraries.
6. Participating in local, state, and national advocacy on behalf of member libraries.

### **Continuing Education**

1. Acting as a liaison between member libraries and the Northeastern Wisconsin CE Partnership (NEWI) Continuing Education Coordinator.
2. Providing library and system trustees with professional development opportunities and programming.
3. Planning and implementing professional development workshops for member libraries and statewide tribal public libraries.
4. Staying up to date on professional development through participation in professional organizations, system meetings, workshops, and continuing education opportunities.
5. Participating regularly in activities that promote professional development.

### **Other**

1. Carrying out other duties as required and assigned.

### **Qualifications**

#### **Required**

- MLS from an American Library Association (ALA) accredited library school and willingness to maintain Grade 1 Wisconsin Public Librarian Certification.
- Minimum of four years of professional public library experience.
- Ability to effectively present information and respond to questions from library staff, vendors, trustees, and regional and state partners.
- Ability to respond diplomatically to routine inquiries or complaints about the System or its services from member libraries or the public.
- Excellent written and verbal communication skills.
- The ability to work well with a wide variety and diversity of people.
- Demonstrated skills/experience with Microsoft Windows and Office 365 software.
- Ability to travel to member libraries and meetings throughout the service area and state.
- Willingness to attend regional, statewide, and national conferences.
- Valid Driver's License and personal vehicle.

#### **Desirable**

- To perform the job successfully, an individual must be able to represent the system among local, regional, and state partners in a professional manner.
- They also must be able to use their best judgement to proactively solve problems that arise outside of their typical job duties.
- Ability to establish and maintain effective working relationships with other staff, system trustees, member librarians, and the public.
- Possess interpersonal skills and can work in a team environment.

- Ability to handle multiple projects and deadlines, prioritizing or delegating tasks to maximize productivity.
- The ideal candidate must be able to work independently with minimal supervision.
- Ability to adapt to change; willingness to learn and teach new ways of doing things, including new technologies.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk, hear, and use hands/fingers to handle or feel. The employee is required to stand, walk, reach with hands and arms, stoop, kneel, crouch, and crawl. The employee must occasionally lift and/or move 40 pounds or less. Specific vision abilities that may be required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually low to moderate.

The work requires occasional travel to sites within the Nicolet eight-county area. Because of the nature of this position, the employee may perform some duties outside of normal business hours and needs to be flexible to meet librarians' needs.