

**POSITION PROFILE
FOR LIBRARY DIRECTOR
OF THE CITY OF ROCK ISLAND, ILLINOIS**

VISION

The successful candidate must possess the ability to develop and articulate a vision of the library and its role in the Rock Island community in conformance with the goals and objectives of the Library Board and the City Council. Should be able to present and implement a plan to achieve this vision. He/she should also be aware of issues and changes in the field of library science generally and how those issues and changes could impact the Rock Island Library.

LEADERSHIP

The successful candidate should possess and communicate principled leadership skills, be personally driven and motivated to improve, and have a personal presence which instills confidence in the staff, Library Board, City Council, Friends, the Foundation, Milan-Blackhawk Area District Board, and the community. He/she should be confident in his/her abilities while remaining open to alternatives, be capable of making and implementing difficult decision, take a pro-active approach to problem solving, and be able to delegate responsibilities to members of the management team and line employees as appropriate. He/she should have the ability to work openly and positively to build consensus on issues. He/she should possess a strong customer service orientation and promote that orientation to the entire library organization. Should also demonstrate leadership in the community, being actively involved in the community as a whole, not just the library.

PARTNERSHIPS

The successful candidate should be willing to build partnerships with other agencies and organizations, such as The RiverShare Libraries Consortium to provide cooperative regional library services. He/she should be expected to work with organizations such as the Rock Island-Milan School District, Blackhawk College, and Augustana College to provide programs and services and also cooperate with other city departments and agencies such as the Martin Luther King Community Center and the Parks Department. He/she should also work to coordinate the interests of the Library Board, Foundation Board, Milan-Blackhawk Board, and City Council.

COMMUNICATION SKILLS

The successful candidate must be articulate and an effective communicator, both oral and in writing, when working with individuals of all levels of education and abilities. He/she should also have good listening skills and ask questions as appropriate. He/she should be comfortable making public presentations to special interest groups, service organizations, neighborhood groups, staff, library board, foundation board, and city council. Should also possess experience in dealing with the media, both print and broadcast, and be forceful spokesperson for the library.

INTERPERSONAL RELATIONSHIPS

The successful candidate must have the ability to successfully interact with a diverse group of volunteers, employees, managers, and elected and appointed officials within the City as well as highly participatory citizen groups and outside agencies. He/she must be personable, have a sense of humor, and be able to relate comfortably and effectively with people. Should encourage employee development and interact with employees throughout the organization.

FINANCIAL BACKGROUND

The successful candidate should be familiar and comfortable with techniques of budgeting, tax levies, and financial reporting in a local government setting. He/she should be familiar with working with outside fundraisers and private funding agencies such as foundations to supplement tax revenues. He/she should also be experienced in planning and funding major capital improvements. Should be capable and creative in providing programs and services with limited financial resources if necessary.

FAMILIARITY WITH TECHNOLOGY

The successful candidate should possess knowledge of issues of technology facing public libraries and be personally competent in the use of computers. Should be familiar with electronic storage and retrieval of information on library resources, committed to the automation of resources in the library, and experienced in providing training to staff and patrons in use of these technologies. Experimental in investigating new trends, specific library programs, techniques, materials and equipment to improve the operation of the Library in the area of technology.

ADMINISTRATIVE ABILITIES

The successful candidate should possess a generalist management background in the field of public library administration. The position requires management techniques such as analysis of budget, staffing and resources; establishment of priorities; development of goals and objectives; and logical, practical implementation plans. Should be open-minded, flexible, creative, and able to manage collaboratively in a unionized setting, and not be satisfied with the status quo for him/her or the library. He/she should be experienced in the administration of grants and, where necessary be familiar with grant-writing techniques. Should be able to direct application for state and federal funds and other grant monies to enhance library programs. He/she should be familiar, or possess the ability to become familiar quickly, with Illinois Library Law, for both municipal and district libraries.

PROFESSIONAL EXPERIENCE

The successful candidate should possess at least 6 years progressively responsible experience in public library administration, demonstrating in-depth knowledge of the provision of library services to a community. Experience should include fiscal and personnel management, supervision of staff, building effective labor/management relations, innovative program development, capital improvements, planning, research, organization development, facility management, community relations, and collection management.

EDUCATIONAL BACKGROUND

The successful candidate should have attained a Master of Library Science Degree or greater from and ALA-accredited institution. He/she should have a record of continuing education, professional association involvement, and community activities.

FACILITIES MANAGEMENT

The successful candidate should have a background that includes oversight of maintenance of library facilities, including renovation, modernization, and/or expansion of existing facilities. Should be committed to the use of library facilities as community resources, providing opportunities for community meetings and events and also look to the use of non-library facilities, such as schools and park facilities for library programs where appropriate and available.

COLLECTION MANAGEMENT

The successful candidate should possess experience supervising employees with responsibility for collection management, communicating a clear philosophy on the purchase, retention, and disposal of materials from the collection. He/she should be committed to the development of a diverse collection of print and other media that will appeal to all persons in the community.

COMMUNITY INVOLVEMENT

The successful candidate must possess or be willing to develop a good knowledge of the community and have the ability and desire to obtain ideas from citizen from diverse segments of the community on library impacts. Must be willing to attend community and neighborhood meetings to increase public awareness of the work of the Library and to learn firsthand the concerns of the public about library operations. He/she must encourage and support this open library /community relationship throughout the department.