

Job Description - Library Director

Responsibility of Position:

Administers, directs and conducts the programs and services of small community library subject to the policies, goals and objectives of the library board.

Work duties:

- Prepares Library Board agenda with the cooperation of the Library Board President. Submits monthly reports to the Board.
- Develops the annual Library budget proposal for review by the Library Board and participates in its presentation to municipal officials. Expends funds within established procedure.
- Develops and submits the library's policies and long-range goals and objectives to the Library Board for review, approval and update. Implements policies and long-range goals and objectives as established by the Board.
- Plans and supervises the work of the library, relating goals and objectives to community needs.
- Plans, supervises and conducts library services and programs; in collaboration with other community organizations if appropriate
- Recruits, selects, hires, trains, supervises, evaluates and terminates Library staff and/or volunteers. Schedules Library employees and/or volunteers and assigns routine duties. Plans and conducts regular staff and/or volunteer meetings.
- Works with municipal and state government officials to meet the needs of the library and works with special groups in an advisory capacity.
- Participate in fundraising in conjunction with the Library Board and Friends organization
- Writes grant applications to improve library services.
- Maintains a library materials collection: selecting, purchasing, cataloging and withdrawing. Constructs a materials development plan.
- Represents the library at the system level and as a member of professional library organizations. Acts as spokesperson for the library in the community.
- Plans and administers the library's public relations plan, including development of promotional materials and projects.
- Supervises building and grounds maintenance, repairs and improvements.
- Provides reader's advisory, reference and other Patron assistance services.
- Registers patrons, records data and issues patron cards.
- Catalogs and processes materials for circulation.
- Enters acquisition information into database or maintains card catalog.
- Prepares, repairs and reconditions library materials.
- Weeds, shelves, and supervises inventories.

- Maintains, updates and acquires appropriate technology and equipment.
- Carries out circulation desk policies and performs desk procedures.
- Sorts mail.
- Maintains library statistics.
- Perform other duties as required by the Library Board.

Knowledge and abilities:

- Knowledge of library techniques, methods and procedures as they apply to small public library administration.
- Ability to hire, train, supervise and discipline employees, coordinate and delegate workloads and work schedules, evaluate work performance and maintain high standards of library service.
- Knowledge of the community in which the library is located and how to serve the public of all ages. Understanding of the unique nature of rural and/or small communities and their libraries
- Ability to organize, plan and direct the growth and development of the library.
- Ability to establish a positive working relationship with the library trustees, staff and volunteers, the library system and member libraries, local service organizations, city, county, and state officials and the general public.
- Ability to gain a working understanding of current and developing technologies as they relate to public library operations and services.
- Ability to use computers, electronic devices and manage digital content and software.

Physical demands and Position:

- Sitting, standing, walking, climbing, and stooping
- Bending/twisting and reaching
- Talking and hearing; use of the telephone
- Far vision at 20 feet or further; near vision at 20 inches or less
- Lifting and carrying 50 lbs or less
- Handling: processing, picking up and shelving books
- Fingering: typing, writing, filing, sorting, shelving and processing
- Pushing and pulling: objects weighing 60 - 80 pounds on wheels
- Mobility: travel to meetings outside the library

Mental requirements:

- Communication skills: effectively communicate ideas and information both in written and oral form
- Reading ability: effectively read and understand information contained in memoranda, reports and bulletins

- Mathematical ability: calculate basic arithmetic problems; addition, subtraction, multiplication, division without the aid of the calculator
- Analytical skills: identify problems and opportunities, review possible alternative courses of action before selecting one, utilize information and resources available when making decisions
- Problem solving skills: develop feasible, realistic solutions; refer problems supervisor when necessary
- Planning and organization skills: develop long-range plans to solve complex problems or take advantage of opportunities; establish systematic methods of accomplishing goals
- Creative decision-making: evaluate or make independent decisions based upon experience, knowledge or training without supervision
- Time management: set priorities in order to meet assignment deadlines, self-motivated and ability to multi-task

Environmental working conditions:

- Inside work environment
- Flexible work hours; frequent evening and weekend hours
- Travel to various meeting locations, conferences and continuing education sites as needed

Equipment used:

- computer/tablet
- calculator
- copy/print/fax/scan machine
- telephone
- cash register
- book processing equipment
- cameras
- Building Systems such as security and heating/air conditioning

Education and experience:

- Two years of study at an accredited college or university
- 54 college credits - half in Liberal Arts
- Eligibility for Grade 3 Wisconsin Library Certificate within a certain time frame established by the Library Board and follow State Statute requirements
- Customer service