

POSITION: LIBRARY DIRECTOR

Summary of Responsibilities

Under general direction of the library board, administers a library with responsibility and authority for organizing and managing the library operation and for planning, directing and coordinating its program of service to a community.

Duties / Examples of Work

1. Acts as library board's executive officer.
2. Develops and recommends policies for library operations.
3. Develops the annual library budget proposal for review by the library board and participates in its presentation to local officials. Monitors expenditures consistent with budget and available funds.
4. Implements board-approved capital improvement projects.
5. Researches, negotiates, and oversees the implementation of contracts in accordance with procedures established by the library board.
6. Recruits, selects, hires, supervises, evaluates and terminates library staff. Oversees the staff training program. Recommends improvements in staffing, organization, salaries and benefits to the library board. Plans and conducts regular staff meetings.
7. Prepares library board meeting agendas and necessary reports in cooperation with the library board president and notifies library board of scheduled meetings.
8. Manages an automated library system.
9. Directs and supervises the maintenance of the library building and grounds.
10. Informs and advises the library board as to local, regional, state and national developments in the library field and works to maintain communication with other area libraries.
11. Serves as chief consultant to the library board in regard to technical matters and library choices, conducts ongoing evaluation of existing library programs, services, policies and procedures, and submits recommendations for improvement to the library board.
12. Relates library objectives to community needs, and represents the library on community boards and committees.
13. Oversees the library's ongoing collection development plan and supervises the selection, purchase and withdrawal of library materials in accordance with that plan.
14. Develops and administers the library's overall public relations plan; prepares press releases and makes presentations to community groups.
15. Represents the library at the system level and actively participates in other professional library organizations.
16. Performs other related work as required by the library board.
17. Performs all other essential duties.

Knowledge and Abilities

1. Ability to establish and maintain effective working relationships with library trustees and staff, volunteer groups, local and state officials, the general public and community groups.
2. Ability to foster and maintain positive public relations for the library within the community.
3. Ability to gain a working understanding of current and developing technologies as they relate to public library operations and services.
4. Ability to guide and direct the growth and development of the library.
5. 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.
6. Ability to interpret statistical data, analyze information, evaluate programs and prepare reports and recommendations.
7. Ability to maintain confidentiality of library patron information.
8. Ability to perform essential computer operations.
9. Ability to understand, develop, interpret and enforce library policies, rules, and procedures and to make recommendations to the library board.
10. Ability to work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as required.
11. Broad understanding of modern library techniques, methods and procedures as they apply to public library administration.
12. Mobility: travel to meetings outside the library.
13. Willingness to maintain skills in above-mentioned areas through active participation in appropriate continuing education activities.
14. Working knowledge of English grammar and spelling.

Education and Experience

1. Two years of study at an accredited institution or equivalent, as demonstrated by prior work experience or documented accomplishments
2. Eligibility for grade 3 Wisconsin library certificate.
3. Management and supervisory responsibility or three years of progressively more responsible library management experience.

Physical Demands of the Position

1. Ability to work in confined spaces.
2. Bending/twisting and reaching.
3. Far vision at 20 feet or further; near vision at 20 inches or less
4. Fingering: keyboarding, writing, filing, sorting, shelving and processing.

5. Handling: processing, picking up and shelving books.
6. Lifting and carrying: 50 pounds or less.
7. Pushing and pulling: objects weighing 300-400 pounds on wheels.
8. Sitting, standing, walking, climbing, stooping, kneeling and crouching.
9. Talking and hearing; use of the telephone.

Mental Requirements

1. Ability to apply technical knowledge.
2. Ability to deal with abstract and concrete variables.
3. Ability to interpret technical regulations and instructions.
4. Analytical Skills: identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
5. Communication Skills: effectively communicate ideas and information both in written and verbal form
6. Creative Decision-making: effectively evaluate or make independent decisions based upon experience, knowledge or training, without supervision.
7. Mathematical Ability: calculate basic arithmetic problems without the aid of the calculator.
8. Planning and Organization Skills: develop long-range plans to solve complex problems or take advantage of opportunities; establish systematic methods of accomplishing goals.
9. Problem-solving Skills: develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring.
10. Reading Ability: effectively read and understand information contained in memoranda, reports and bulletins, etc.
11. Time Management: set priorities in order to meet assignment deadlines.

Environmental/Working Conditions

1. Flexible work hours; frequent evening and weekend hours
2. Inside work environment.

Equipment Used

Audiovisual equipment, book truck, building systems such as security, heating/air conditioning, fire protection (alarms and smoke), calculator, camera, computer, copy machine, fax machine, library automation system, telephone/TDD/TTY.