

WINNECONNE PUBLIC LIBRARY
VILLAGE OF WINNECONNE

POSITION TITLE: **LIBRARY DIRECTOR**
 HOURS: A Minimum of 37.5 hr/ wk
 EFFECTIVE DATE: 11/25/03 (Rev. 4/21/08, 7/12/08, 4/8/13)
 JOB CLASSIFICATION: At-will, Full time, Non-union, Salaried
 PROBATIONARY PERIOD: 6 months from date of hire
 IMMEDIATE SUPERVISOR: Library Board of Trustees
 SUPERVISES: Library operations and staff

PURPOSE OF POSITION

The Library Director administers the overall program of library services offered in accordance with the policies established by the Library Board. The employee must adhere to the policies outlined in the Winneconne Public Library Employee Handbook. This position is classified as Full-Time, Exempt (minimum of 37.5 hours per week).

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Primary Duties

- Oversees and coordinates the library's operations and the Library Board collection development policy, and, performs the selection, purchase and withdrawal of library materials in accordance with that policy.
- Recruits, selects, hires, supervises, schedules, trains, evaluates, disciplines and terminates library staff under the direction of the Library Board. Plans and conducts staff meetings. Recommends improvements in staff organization, salary, and benefits to the Library Board.
- Develops the annual library budget proposal for review by the Library Board and participates in its presentation and explanation to Village officials. Is responsible for the expenditure of all Library funds approved by the Library Board.
- Researches, negotiates and oversees the implementation of any contracts or grants in accordance with procedures established by the Library Board and/or the grantor. Implements all board-approved capital projects.
- Drafts and recommends changes in Library policies to the Library Board. Develops procedures to implement policy decisions.
- Works with the Library Board to develop a strategic plan for the Library and implements the plan as approved by the board.

Public Outreach

- Relates library goals and objectives to community needs, through regular participation in public service desk activities.
- Develops and administers the library's overall public relations plan, prepares press releases, and makes presentations to community groups on request. Guides and directs the growth of the library by fostering positive public relations with trustees, staff, other libraries, library users, support groups, and state and local government.
- Active participant in Winnefox Library System, regional and professional library organizations, and community organizations.
- Actively seek out opportunities to collaborate with other community organizations and agencies in offering services and programs.
- Maintains knowledge of standard library principles and practices, concepts of freedom of speech, copyrights, collection development, patron confidentiality, censorship, and other library ethical issues.

Physical Facilities and Equipment

- Supervises the maintenance of the library's portion of the municipal building and grounds, and of the library's equipment and furnishings in a manner that enhances visual appeal, functionality and life expectancy.

Governance

- Serves as chief consultant to the Library Board regarding technical matters and library policies. Informs and advises the board of local, regional, state and national developments affecting the library.
- Prepares Library Board meeting agendas and reports, in cooperation with the Board President and any committee chairs.
- Conducts ongoing evaluation of existing library programs, services, facilities, policies, procedures and goals; and uses current and developing technologies to guide recommendations for new programs and improvements to the Library Board.

Other

- Performs other duties as required by the Library Board.
- Has the ability to work evening and weekend hours.

EDUCATION AND EXPERIENCE

1. Must obtain and maintain grade 3 Wisconsin Public Library Certification, requiring successful completion of 54 semester hours, half of which must be in the liberal arts and sciences, including or supplemented by three semester credits of coursework or the equivalent, approved by the division, in each of the following areas: public library administration; selection of all types of library materials; organization of library materials; and provision of reference and information services.
2. Four years minimum of progressively responsible public library experience preferred, indicating management of budget, operations and staff.
3. Experience other than library administration should show the ability to interpret statistical data, analyze information, evaluate programs, and prepare clear and concise reports and recommendations; with a broad understanding of modern technique, methods and procedures that apply to public library administration.
4. Familiarity with the use of standard office equipment such as computer and printer, fax machine, copy machine, and telephone. Working knowledge of standard office software such as Microsoft Word, Excel, Outlook or other email and Access.

INTELLECTUAL REQUIREMENTS

1. Ability to effectively communicate, both orally and in writing, with library board and staff and members of the public.
2. Ability to understand and interpret library policies, procedures, and rules
3. Ability to keep records accurately
4. Ability to interact courteously and effectively with elected and appointed officials, town employees, library staff and volunteers, the library's business contacts, and the general public
5. Ability to plan, organize, supervise, and evaluate the work of employees and volunteers in diversified library activities
6. Ability to initiate, organize, and follow through on programs, services, and projects
7. Ability to work independently
8. Ability to organize work for efficient use of time
9. Ability to work under stress from deadlines, public contact, and changing priorities, and conditions

PHYSICAL REQUIREMENTS

1. Sitting, standing, walking, climbing, and stooping.
2. Bending/twisting and reaching.
3. Talking and hearing: use of the standard telephone.
4. Vision: far vision at 20' or further; near vision at 20" or less.
5. Lifting/carrying: 30 pounds or less.
6. Moving: constructing and rearranging light and heavy furniture, shelving, computer systems and other equipment.
7. Handling: processing, picking up and shelving books.
8. Fingering: typing, writing, filing, sorting, shelving, and processing.
9. Pushing/Pulling: objects weighing 60-80 pounds on wheels.
10. Mobility: travel to meetings outside the library

ENVIRONMENTAL/WORKING CONDITIONS

Inside work environment.

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or prerequisites. Winneconne Public Library complies with the Fair Labor Standards Act and the Americans with Disabilities Act.

BENEFITS ASSOCIATED WITH THIS POSITION

Health Insurance

The Library provides full cost up to the maximum amount allowable of the single or family premium in the State of Wisconsin Group Health Program, except the employee must pay 6% of the annual premium in addition to the difference between 105% of the lowest cost premium the plan the Library Director chooses.

WRS (Wisconsin Retirement Fund)

The library provides the Library Director with mandatory coverage under the Wisconsin Retirement System, and the library shall pay the employers required contribution only.

Life Insurance

The Library Director is eligible to participate in the basic, supplemental, and additional life insurance plans at no cost to the Board.

Disability Insurance

The Library provides Short-term/Long-term at a rate consistent with coverage provided to village employees.

Paid Holidays

The Library Director receives ten (10) paid holidays each year: New Years Eve, New Years Day, Good Friday, Memorial Day, 4th of July, Labor Day, Thanksgiving, Day After Thanksgiving, Christmas Eve, Christmas Day.

Vacation

The Library Director receives 120 hours annually – Jan 1 to Dec 31 for the first five years of employment. The Library Director earns paid vacation time as of her anniversary date each year based upon length of continuous service according to the following schedule:

0-5 years employment	120 hours of vacation
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6-10 years employment	160 hours of vacation
11-15 years employment	200 hours of vacation

All vacation time shall be reasonably expended during the calendar year, January 1 – December 31. However, the Director may push a maximum of forty (40) unutilized vacation hours into the following year, but must utilize these forty (40) hours by June 1 of the next calendar year. Otherwise unutilized or remaining vacation shall be voided and not compensable or recoverable. The Library Director is required to get pre-approval of the Library Board to carry vacation time into the following year and to take five days or more of vacation at one time. Vacation days must be used in no less than ½ day increments.

Sick Days

The library shall provide sick leave to the Library Director, with pay and benefits at the accrual rate of eight (8) hours for each month of completed service. Sick Leave shall accrue to a maximum of seventy-five (75) days. Upon termination of employment, the Director shall not be reimbursed for unused sick leave. Upon retirement under WRS guidelines or death, the director or beneficiaries shall be paid up to one-half of their unused accumulated Sick Leave.

Funeral Leave Immediate Family

3 days off per occurrence (mother, father, stepparent, spouse, child, brother, sister, mother or father-in-law, sister-in-law, brother-in-law and stepchild.)

Other Funeral Leave

1 day (grandparent, uncle, aunt, grandchild, son-in-law or daughter-in-law.)

Unpaid Leave

Written requests must be made to the Library Board for unpaid leave.

Initiated 11/25/03, Rev. 4/21/08, Rev. 7/12/08, Rev. 4/8/13