

Title of Position: Library Director	Employment Category: Full-Time
Reports to: Library Board	Orientation Period: 12 months

GENERAL NATURE OF POSITION

Incumbent of this para-professional position is responsible for the operation of the Ethel Everhard Memorial Library under policies established by the Library Board. Because of limited staff, however, the Library Director personally performs many of the activities connected with library services.

Library programs are provided within the appropriations approved in the annual budget by the Village Board, the Marquette County Board, and other income sources.

The Library Director must have state certification. This requires a minimum of 54 semester hours, half of which must be in the liberal arts and sciences, including or supplemented by courses approved by the State Division of Libraries in selection of materials, organization of library materials and reference and information services (grade level III). Certification is for a 5-year period, with specified continuing education required for each 5-year renewal.

DESCRIPTION OF DUTIES

Administrative

- Prepares agenda and materials for Library Board meetings and attends meetings of that Board.
- Keeps Library Board informed through regular financial and statistical reports on library activities and special reports, as needed.
- Prepares proposed annual budget with the Library Board and administers the approved budget.
- Reviews and prepares bills and vouchers for payment. Library Board approves expenditures at monthly meetings.
- Reviews new publications by reading newsletters, book reviews, catalogs, booklists and professional publications.
- Selects books and other materials for purchase.
- Assures that a certified librarian will be on duty within the library at the times as indicated by the schedules approved by the Library Board.
- Trains, supervises and evaluates staff and volunteers.
- Collects and evaluates statistical information for output measures of library services.
- Schedules meeting room and equipment use.
- Attends meetings of the Friends of the Library as needed.
- Notifies the Director of Public Works when maintenance or repair services are needed.
- Publicizes library services and programs using a variety of media.
- Solicits donations.

Serves on the Marquette County Librarians' Advisory Committee.

Plans for future library services and programs.

Demonstrates proficiency in the operation of office machines and audio-visual equipment.

Attends professional meetings and workshops.

Participates in continuing education to meet recertification requirements.

Performs other duties as assigned.

Collection-Related

Carries out or monitors the following:

Replaces books, periodicals and materials in the proper shelves or files.

Maintains and reorganizes the collections.

Catalogs, classifies and processes books, periodicals and other materials.

Maintains an up-to-date card catalog for use by library patrons.

Keeps collection current and in good condition by periodic weeding out, replacement and repair.

Patron-Related

Registers patrons and issues library cards.

Checks circulated materials in and out.

Helps patrons in using the card catalog and in locating materials.

Assists patrons in book selection and reference materials.

Handles inter-library loan and audio-visual loan requests.

Plans, organizes and presents reading program.

Gives tours of the library building.

Prepares notification for overdue materials.

Bills for lost or damaged materials.

Other

Maintains a log of circulation of materials.

**Checklist for Physical Activities and Requirements, Visual Acuity,
and Working Conditions for the Position**

Library Director

	Regularly	Frequently	Occasionally	Rarely
Climbing (ladders, stairs, ramps, scaffolding)			x	
Stooping		X		
Kneeling		X		
Crouching			x	
Crawling			X	
Reaching with hands and arms	X			
Standing	X			
Walking	X			
Pushing/Pulling (using upper extremities to exert force)		x		
Lifting - up to 25 lbs.	x			
Lifting - up to 50 lbs.				X
Lifting - up to 75 lbs.				X
Lifting - over 75 lbs.				X
Fingering/Pinching/Picking/Typing	X			
Grasping (applying pressure with fingers and palms)		X		
Talking	X			
Hearing	X			
Repetitive motions of the wrists, hands, and/or fingers	X			
Close visual acuity (reading, computer work, analyzing data/figures, inspection of small parts)	X			
Visual acuity (operating machines within arm's reach, driving motor vehicles or heavy equipment)	X			
Worker is subject to inside environmental conditions	X			
Worker is subject to outside environmental conditions			X	
Worker is subject to extreme cold or heat				X
Worker is required to work in high places or close quarters				X
Worker is subject to loud noise			X	
Worker is subject to vibrations				X
Worker is subject to hazards (proximity to moving parts, moving vehicles, electrical currents, exposure to chemicals, fumes, gases, or dusts)				X
Worker is required to function around prisoners				X