

LIBRARY DIRECTOR – Job Description

Job Summary

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

Primary Duties and Responsibilities

- Prepares Library Board agenda with the cooperation of the Library Board President and notifies the board of scheduled meetings. Submits monthly reports.
- Develops the annual budget proposal for review by the Library Board and participates in its presentation to municipal officials. Expend funds within established procedures.
- Develops policies and long-range goals and objectives and presents them to the Library Board for review/approval and then implements policies goals and objectives as established by the board.
- Plans and supervises the work of the library, relating goals and objectives to community needs.
- Recruits, selects, hires, trains, evaluate and terminate staff and volunteers. Does all scheduling and assignments of staff/volunteers.
- Serves as advisor to municipal and state officials to meet the needs of the Library. Also advises special interest groups.
- Participates in fund-raising as approved by the Board.
- Writes grants when applicable.
- Maintains collection.
- Represents the Library at the system level. Participates in professional organizations and is spokesperson for the Library in the community.
- Advertises and develops promotional materials and projects for the Library
- Supervises building maintenance, repairs and improvements.
- Conducts and plans Library services and programs.
- Provides patron's assistance services. Supervises Interlibrary Loans.
- Keeps archival materials in good order.
- Catalogues, inventories, processes and weeds collection.
- Prepares and keeps library materials in good shape.
- Maintains relevant statistics.
- Performs other duties as directed by the Library Board.
- Maintains a professional appearance and demeanor.
- Wears the Library Board approved uniform when appropriate.

Knowledge and Abilities

- Knowledge of library techniques, methods and procedures.
- Ability to direct, supervise and assign personnel and all related duties.
- Understand the unique nature of the small library and community.
- Ability to plan for the future growth of the Library.
- Ability to learn new technology that can benefit the community through the Library.
- Familiarity with computers, networking, internet and software.
- Ability to attend and complete necessary continuing education seminars to retain requirements for the necessary certification.

Physical Demands

- Sitting standing, walking, climbing, and stooping.
- Bending, twisting and reaching.
- Speaking and hearing, use of phone, near and far vision.
- Fingering: Typing, filling, shelving and sorting.
- Mobility: traveling to outside meetings.
- Pushing and pulling objects 80 pounds or less on wheels.
- Lifting no more than 50 pounds.
- Flexibility in work hours.

Mental Requirements

- Good communication skills
- Reading and basic math abilities with comprehension of reports and budgets, etc.
- Analytical skills and problem solving-skills
- Planning, organizational and decision-making skills
- Time-management and prioritizing skills

Equipment Used

- All standard office, audiovisual, and computer equipment

Education, Licensure/Certification and Experience

- 54 credits of general college requirements
- Eligibility for Grade 3 Wisconsin Library Certificate
- Minimum of two (2) years or more of library experience required or equivalent educational or work experience
- One (1) year of supervisory experience or equivalent educational or work experience
- Experience with operation and maintenance of computer networks or equivalent educational or work experience