

CARTER MEMORIAL LIBRARY

OMRO WISCONSIN

POSITION TITLE: **LIBRARY DIRECTOR**

HOURS: 40 per week

EFFECTIVE DATE:

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 Carter Memorial Public Library Employee Handbook. This position is classified as Full-Time.

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 the policy.
- Recruits, selects, hires, supervises, schedules, trains, evaluates, disciplines, and terminates library staff under the direction of the Library Board. Plans and conducts staff meeting. 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, service, 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 2 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 material; 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. Carter Memorial Library complies with the Fair Labor Standards Act and the Americans with Disabilities Act.

BENEFITS ASSOCIATED WITH THE POSITION

Health Insurance

As laid out in the policies handbook

WRS (Wisconsin Retirement Fund)

As laid out in the policies handbook

Life Insurance

The Library Director shall receive life insurance through the Wisconsin Department of Employee Trust Fund program equal to the employee's previous year's reportable earnings. The director shall have the right to purchase supplemental (additional) life insurance available through the Trust by payroll deduction.

Disability Insurance

As laid out in the policies handbook

Paid Holidays

As laid out in the policies handbook

Vacation

The Library Director receives 10 days annually for the first 8 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:

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| 1 year or more but less than 8 years | 10 days |
| 8 years or more but less than 15 years | 15 days |

| | |
|---|---------|
| 15 years or more but less than 20 years | 20 days |
| 20 years or more but less than 25 years | 25 days |
| 25 years or more | 30 days |

Vacation benefits are given after the year of service has been completed.
As laid out in the policies handbook

Sick Days

The library shall provide sick leave to the Library Director, with pay and benefits at the accrual rate of one per month accumulative to one hundred twenty days. Probationary regular full-time employees shall earn sick leave at the same amount but shall not be entitled to take sick leave until they have completed their probationary period or have been employed by the City of Omro for six months.
As laid out in the policies handbook

Funeral Leave Immediate Family

3 days off per occurrence (employee's spouse, child/stepchild, parent, stepparent, brother, sister, current mother-in-law, current father-in-law, current son-in-law, and current daughter-in-law).

Other Funeral Leave

1 day (grandparent, grandchild, current brother-in-law, or current sister-in-law).