

Position Description: Library Director

The library director position requires a Wisconsin Grade III Public Library Certification, a minimum of two years of post-secondary education, and previous public library experience. The director oversees all aspects of library administration including managerial duties related to budget, building maintenance, collection development, library services, personnel, all technical aspects, a program of service to the community, and operations in compliance with policies established by the library board and the regulations of the State of Wisconsin, State Statutes Chapter 43 (43.001 – 43.72). This position is under the general direction of the Library Board of Trustees.

Essential Duties and responsibilities

- Administrative tasks include preparation of an annual budget, record-keeping, control over all items purchased for the library, submission of monthly billing to the clerk.
- Develops, recommends, and implements policies for library operations.
- Represents the library in the community, and at system and county meetings.
- Attends and reports to library board meetings.
- Hiring, training, scheduling of work, and supervision of assistants and all volunteers.
- Maintains and develops the library collection through the ordering of all materials, weeding, cataloging, and processing of all materials.
- Promotes and maintains interlibrary loan cooperation within the library system (SWLS) and the state-wide network (Wiscat).
- Develops and administers library programs for all ages.
- Serves as Youth Services, Adult Services, and Technical Services librarian.
- Plans and implements annual summer library programming.
- Prepares press releases, and other public relations notifications.
- Maintains website development and social media postings.
- Prepares reports and statistics required by governmental agencies.
- Verify accuracy of shipments.
- Assist patrons with reader's advisory, computer and internet usage, ebook readers, use of the online catalog VERSO, and online databases.
- Possess the ability to communicate effectively and professionally with all library patrons, staff, and other municipal employees.
- Participate in continuing education classes and other learning experiences as required by State Statute.
- Participate in presentations to community groups as needed.
- Provide regular cleaning of the library including sanitation procedures related to COVID-19.

Knowledge and abilities

- Strong knowledge of library methods and procedures, including cataloging procedures based on OCLC parameters.
- Knowledge of the principles and practices of public library administration.
- Ability to administer the activities of a public library and supervise the work of others.
- Ability to make decisions in an environment of limited resources and competing claims.
- Ability to effectively evaluate or make independent decisions based upon experience, knowledge or training, without supervision.
- Ability to work independently, to organize and prioritize work, and respond effectively to varied and changing work demands.
- Ability to establish and maintain effective working relationships with others in the workplace.
- Maintains Grade III Wisconsin Public Library certification or higher.
- Ability to effectively communicate ideas and information both in written and verbal form with library patrons and staff.
- Ability and advanced skills necessary to knowledgably use computer software, Word/Office Suites, Excel, and manage computerized files.
- Ability to maintain and foster cooperative and courteous working relationships with the public, community groups, library staff, and the board of trustees.
- Ability to learn and perform book repair techniques.

Physical demands

- Sitting, standing, walking, climbing, stooping, bending, twisting, and reaching.
- Talking and hearing; use of telephone.
- Lifting and carrying of up to 50 lbs.
- Handling: picking up, shelving, processing library materials.
- Fingering: typing, use of computer mouse, writing, filing, sorting, shelving, manipulating processing techniques and equipment.
- Pushing and pulling: objects weighing 60-80 lbs on wheels. Moving of library fixtures, with help, to set up the library space for elections.
- Mobility: use of personal transportation to travel to meetings, educational, and/or other library commitments.

Working Conditions

- Flexible work hours including some evening and weekend hours.

Education and Experience

- 54 credits from an accredited institution.
- Eligibility for Grade III Wisconsin library certificate.