

Job Description

Library Director

Overview of Position:

Under the supervision of the Library Board, the Library Director provides leadership and serves as the library's primary public representative. The Library Director is expected to represent the library within the community, develop programs, develop collections, provide budgeting information, and manage staff, volunteers, and the library facilities.

Duties Include (but are not limited to):

Administration

- Hire, train, and supervise library employees and volunteers; enforce personnel policies established by the library board in conformity with state and federal laws.
- Provide administrative support: prepare agenda, compile, and distribute background materials; inform Board of issues and problems, present options and recommendations; assist in and promote the continuing education of board members.
- Develop policies and procedures for consideration by the board; develop and defend the annual budget to board, municipal, and/or county officials; submit bills monthly for approval by the library board; and manage expenditures.
- Maintain accurate and up-to-date records on the library's position and complete the Public Library Annual Report to the Wisconsin Department of Public Instruction.
- Develop and implement a long range plan, including technology use and purchasing, with community input.
- Advocate and promote the library and participate in fund-raising events.
- Oversee the care and maintenance of the library facility and grounds, including: supervision of custodial staff, space needs assessment, compliance with Americans with Disabilities Act (ADA).
- Serve as the Library's liaison to the Friends of the Barneveld Library.
- Attend meetings of Library Board of Trustees, Southwest Wisconsin Library System, and municipality as needed.
- Obtain/maintain Wisconsin Public Library Director Certification through continuing education.

Customer Service

- Develop and oversee a variety of programs and services designed to meet the needs of a diverse public.
- Serve at the circulation desk: check materials in and out; assist customers in using the catalog and Overdrive; maintain and create library patron records; handle overdue inquiries; assist patrons with circulation related problems; collect fees and donations; offer user support services, such as lap-top check out, program registration, and meeting room reservations; provide reader's advisory, reference, and other patrons assistance services, etc.; and other tasks as needed.
- Provide assistance to customers relating to use of the library, its materials and equipment, and resources, including: desktop computers, computer programs, web browsers, email providers, eReaders, laptops, phones, and tablets, and emerging technologies.
- Conduct library tours, present programs to local groups, and perform other outreach activities for library patrons and community organizations.

Collection

- Select materials to meet the needs of a diverse public, including: evaluation and selection of materials for purchase, acquisition, processing, cataloging, circulation, and maintenance of the collection through weeding.
- Maintain library database records with accurate holdings information, circulation, and patron records.
- Sort and process library materials using alphanumeric sorting and filing; shelve, straighten and maintain order in the collections.
- Perform variety of clerical functions as needed.

Knowledge, Skills, and Abilities:

- Excellent leadership, communication, and interpersonal skills: work effectively with library trustees, elected officials, and community groups; supervise, direct and motivate library staff and volunteers; effectively present information and respond to questions from patrons; working knowledge of English grammar and spelling.
- Advanced knowledge of library operations, services and materials: perform reference work and materials selection; maintain confidentiality of library patron information; understand and perform procedures and apply library policy; knowledge of community events & services; sort efficiently in alphabetic, numeric or alphanumeric order; and a working understanding of the Dewey Decimal and other systems of library materials arrangement.
- Advanced knowledge of basic computer functions, basic math skills, and standard office procedures, including: manage computer technology; use word processing software, spread sheets, desk top publishing, blogs, social networking, databases, and general computer troubleshooting; gather statistics, analyze information, and write reports.
- Ability to work independently and as a team, organize and prioritize work, respond to varied/changing work demands and make decisions as required; understand and follow detailed verbal and written instructions; work quickly, efficiently, and accurately.

Physical Demands of the Position:

- Sitting, standing, walking, stooping, kneeling and crouching, bending/twisting, reaching, ascending and descending a footstool and a 6' ladder.
- Handling: feeling, picking up, and shelving books.
- Repeatedly lifting and carrying: 50 pounds or less; pushing and pulling objects weighing 200-300 pounds on wheels.
- Vision: reading down to the ground and up to 80 inches in height, including: faded type, font size 12 or smaller.

Qualifications:

- Eligible for Grade 3 Wisconsin Public Library Certification.
- 54 semester credits (half of which must be in the liberal arts and sciences) from an accredited college or university.