

# Library Director Job Description

**Job Summary:** Under the direct supervision of the public library board of trustees, the library director is responsible for the operation of the library and the development and implementation of its service programs including: (A) assisting the board with long-range planning and policy development and managing all library resources, including human resources; (B) organizing the acquisition, access, storage, and control of collections; (C) designing and implementing services and programs for users of all ages; and (D) overseeing the maintenance and safety of the library building and grounds. The library director hires with board approval and supervises all assistants.

## SPECIFIC REQUIREMENTS

### Administrative Services:

1. Serve as the library executive officer.
2. Assist the board of trustees in short and long range planning.
3. Serve as the technical advisor to the board.
4. Implement the policies of the library as established by the board.
5. Prepares the draft of the annual library budget for board discussion and approval.
6. Participates in the presentation of the adopted budget to local officials.
7. Receives and expends library funds according to established guidelines, and maintain accurate and up-to- date records showing the status of library finances.
8. Recruit, select, hire with board approval, supervise, evaluate, and terminate if necessary Library staff in conformity with library policy and state and federal law. (And any applicable local civil service regulations).
9. Prepare library board meeting agendas and necessary reports in cooperation with the library board president, and notify board members of scheduled meetings.
10. Prepare state annual report for review and approval by the library board and submits a copy to South Central Library System, Wisconsin Department of Public Instruction, and to the Town Board.
11. Inform and advise the library board as to local, regional, state and national developments in the library field, and work to maintain communication with other area libraries and the library system.
12. Represents the library at Wood County Library Board, South Central Library Systems and Auburndale School and Foundation Board meetings.

### Collection Management:

1. Select or direct the selection of materials for all media and all age groups, based on the library's approved collection development policy.
2. Catalog and classify library materials according to accepted standards and maintain the public catalog.
3. Process materials to provide appeal, protection, and control.
4. Develop and maintain a regular schedule of weeding materials.
5. Periodically review the collection development policy and make recommendations to the library board for revisions.

6. Oversee the shelving and organization of materials.
7. Prepare and distribute overdue notices to users with overdue or lost materials.
8. Maintain an accurate and up-to date database of user registrations and activities, including information adequate to support reimbursement requests for nonresidents.

### **Service and Service Promotion**

1. Develop and execute an array of service program to address the various needs of users and to make the library more accessible to all. These might include: preparation and dissemination of bibliographies of popular topics and genre collection; tours of the library for school, daycare, and homeschooling groups; inclusion of interesting displays of an educational or cultural nature; presentations to local organizations or groups on the benefits offered by the library; provision of story time session for small children, and teen and adult book discussion session; support of a summer reading program, acquisition of special materials and provision of accommodations to encourage use of the library by individual with special needs; development of a home bound service for residents unable to visit the library.
2. Provide friendly and efficient direct assistance to users checking out materials, using the computers, requesting directional or community information, or seeking materials or information on specific topics.
3. Prepare news releases and submissions to media to announce new or special services and events that spotlight the library.
4. Assist and guide local volunteer groups who wish to help with library promotion, fundraising and enhancement of services.
5. Prepare grant applications, when grant opportunities are offered, in order to supplement local funding of library operations and development.
6. Maintain records showing all programs offered and number of attendees at each program.
7. Continually investigate the value, costs, and logistics of adding library services. New media and new technologies in order to keep the library current and proactive in its service provision to public.
8. Conduct ongoing evaluations of existing library programs, services, policies, and procedures, and submit recommendations for improvements to the library board.

### **Facilities Management:**

1. Oversee care and maintenance of the library building and grounds.
2. Regularly review building needs and advise the board in its planning for future expansion or development.
3. Assess the adequacy of existing facilities in regard to the provision of automated services.

### **ESSENTIAL FUNCTIONS AND KNOWLEDGE**

1. Effective interpersonal skills
2. Ability to effectively communicate ideas and information in both verbal and written form.
3. Ability to work with governing board, community groups and elected officials and make presentation to them.
4. Knowledge of public library philosophy, principles, and procedures which will allow effective recommendation to the board and sound decision making when faced with a wide range of circumstance.
5. Ability to supervise staff and volunteers and delegate responsibility in an effective manner.

6. Ability to read and comprehend print information, including technical, statistical, and financial information.
7. Ability to locate and retrieve library materials in a variety of formats throughout the building, as well as from remote locations through networks including the Internet.
8. Ability to assist patrons with location and retrieval of materials or information by title, subject, and interest of library patrons.
9. Knowledge and ability to perform basic computer operation and troubleshoot problems, and to manage an automated circulation system and access external data bases.
10. Ability to understand and implement instructions and directions.
11. Ability to establish and maintain proper priorities and meet deadlines.
12. Ability to work within confidential environment.
13. Ability to produce and maintain accurate files and reports.
14. Ability to use and manage office equipment including a telephone systems, fax machine, copier, and security system.
15. Ability to lift up to 40 pounds on a frequent basis (e.g. to retrieve books from outside book drop box, unload crates of interlibrary loan materials, accept delivery shipments of new library materials and supplies, pack and store materials for book sales, shovel snow an assist with building evacuations in an emergency.)
16. Knowledge and ability to type sort and file.
17. Ability to work hours and assignments as required by the library board.

### **RECOMMENDED EDUCATION, EXPERIENCE, AND CERTIFICATION**

1. Associate degree or higher in related field, Bachelor's degree from a liberal arts program.
2. Experience in the library setting is preferred.
3. Grade 2 Wisconsin Public Librarian Certification.
4. Maintenance of required Certification through necessary coursework and /or qualifying continued education.
5. Keep Board of Trustees updated with progress of continuing education hours.

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President, Library Board of Trustees

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Library Director

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| Effective       | May 4, 2009        |
| Review & Update | October 2010 (JAC) |
| Review          | March 2014 (JAC)   |
| Review          | June 2017          |