

Library Director

Dept/Div: Library

FLSA Status:

General Definition of Work

Performs complex professional work planning, organizing, directing the policies, goals and budget of the library as the Executive Officer of the Library Board; overseeing staff, facility maintenance, and community & media relations; developing, executing and evaluating an array of programs, services, policies and procedures; providing administrative support to the Library Board and advising on technical matters and library-related decisions; seeking alternative sources of funding to support library operations; and related work as apparent or assigned. Work is performed under the limited supervision of the Library Board of Trustees.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Serves library patrons, providing circulation services, readers' advisory, reference, and technology support.
- Manages library staff, including weekly and monthly meetings, annual evaluations, hiring, mentoring, etc.
- Plans, implements, evaluates and improves programs, services, policies and procedures.
- Reports monthly and annual statistics to the Library Board, State of Wisconsin, and other authorities.
- Prepares Library Board meeting agendas and necessary reports. Ensures that library complies with public agenda posting requirements, and notifies Library Board of scheduled meetings.
- Develops the annual budget for the Library and Village Board's review, participating in presentations and defense. Manages library accounts, bills and financial reports.
- Attends professional meetings, completes continuing education, and keeps the Library Board informed of current local, regional, state and national developments in the library field.
- Develops and maintains partnerships through community outreach and media relations.
- Coordinates grant writing and fundraising opportunities, including coordination with the Friends of the Library.
- Develops and maintains the collection, including cataloging and processing materials, or delegating this work as appropriate.
- Manages contracts and implements facility maintenance and improvements.

Knowledge, Skills and Abilities

Comprehensive knowledge of library administration including planning, goal-setting and budgeting; comprehensive knowledge of library principles, methods, materials, services and practices; thorough knowledge of cataloging systems and procedures, collection development and maintenance, reference services, and library management; ability to maintain, interpret and present financial and statistical data via reports and recommendations; ability to learn new and emerging technologies as they relate to library operations and services; ability to analyze library service problems and participate effectively in solving them; ability to plan and supervise the work of subordinates; ability to establish and maintain effective working relationships with associates, governing officials, patrons, and the general public.

Education and Experience

Bachelor's degree and considerable experience working in libraries, prior administrative and supervisory experience, and experience with a shared automated circulation system. Must be eligible for Wisconsin Public Library Grade 2 certification.

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Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing and repetitive motions, frequently requires sitting, using hands to finger, handle or feel, reaching with hands and arms and lifting and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling and smelling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires working in high, precarious places; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Valid driver's license in the State of Wisconsin.

<i>Adopted:</i>	<i>January 1999</i>
<i>Amended:</i>	<i>April 2004</i>
<i>Amended:</i>	<i>November 2011</i>
<i>Amended:</i>	<i>June 2014</i>
<i>Amended:</i>	<i>October 2018</i>
<i>Amended & Approved by the Library Board:</i>	<i>July 21, 2021</i>