

## Library Director

### Reports to:

Library Board of Trustees

### Typical Responsibilities of Position

Plans, directs, and coordinates library operations in accordance with the policies established by the Library Board of Trustees, Walworth County Library Service standards and Wisconsin state statutes. Also is responsible for advising the Library Board on technical matters and library trends.

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### Duties/Examples of Work

1. Acts as the Library Board's executive officer for Strategic Planning in Finance, Personnel, Building & Grounds, Collection and Programs.
2. Implements the policies and goals of the library as established by the Library Board, in consultation with the Library Board President.
3. Develops the annual library budget proposal for review by the Library Board; participates in its presentation to local officials and manages funds within these established guidelines, with the Administrative Associate.
4. Researches, negotiates, and oversees the implementation of contracts in accordance with procedures established by the Library Board.
5. Implements Board-approved capital improvement projects.
6. Informs and advises the Library Board as to local, regional, state, and national developments in the library field and works to maintain communication with area libraries.
7. Serves as chief consultant to the Library Board in regard to technical matters and options; conducts ongoing evaluations of existing library programs, services, policies and procedures; submits recommendations for improvements to the Library Board.
8. Manages Human Resources with the Administrative Associate for recruitment, selection, training, payroll & benefits, supervision, evaluation, and termination of library staff in compliance with Federal & state regulations.
9. Prepares Library Board meeting agendas and necessary reports in cooperation with the Library Board of Trustees.
10. Follows up with Board approved maintenance of the library building and grounds.
12. Oversees the library's ongoing general and local history collection development plan; supervises the selection, purchase, and withdrawal of library materials in accordance with that plan.
13. Oversees reader's advisory, reference, library instruction, database searching, and other patron assistance services.

14. Develops and administers the library's overall public relations plan; prepares or approves press releases and makes presentations to community groups.
15. Oversees Circulation, Youth and Technical Services Departments.
16. Represents the library at the system level and actively participates in other professional library organizations.
17. Serves as liaison between the library and the Friends of the Library, the Library Foundation, and the Library's volunteer coordinator.
18. Performs other work as required by the Library Board.

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### Knowledge and Abilities

1. Build and maintain positive working relationships with Library Board of Trustees, Foundation Board, Friends Board, staff, volunteers, local and state officials, and patrons.
2. Foster and maintain positive public relations for the library within the community.
3. Gain a working understanding of current and developing technologies as they relate to public library operations and services.
4. Guide and direct the growth and development of the library.
5. Hire, train, supervise, and discipline employees, coordinate and delegate workloads and work schedules, evaluate work performance, and maintain high standards of library service.
6. Interpret statistical data, analyze information, evaluate programs, and prepare clear and concise reports and recommendations.
7. Understand, develop, interpret and enforce library policies, rules, and procedures and to make recommendations to the Library Board.
8. Understand Walworth County library service and collection standards, State of Wisconsin statutes and best practices and trends using procedures, as applied to public library administration.
9. Maintain skills in above-mentioned areas through active participation in appropriate continuing education activities.
10. Excellent verbal and written communication skills.
11. Continue to demonstrate good character, as determined through a pre-employment background investigation.

### Physical Demands of Position

1. Ability to work in confined spaces.
2. Bending, twisting, and reaching.
3. Far vision at 20 feet or further, near vision at 20 inches or less.
4. Dexterity: keyboarding, writing, filing, sorting, shelving, and processing.
5. Handling: processing, picking up and shelving books.

6. Lifting and carrying: 50 pounds or less.
7. Mobility: independent travel to meetings outside the library
8. Pushing and pulling: objects weighing 60-80 pounds on wheels.
9. Sitting, standing, walking, climbing, and stooping.
10. Talking and hearing; use of the telephone.

### **Mental Requirements of Position**

1. Ability to apply technical knowledge.
2. Ability to deal with abstract and concrete variables.
3. Ability to interpret technical regulations and instructions.
4. Analytical skills: identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
5. Communication skills: effectively communicate ideas and information both in written and verbal form.
6. Creative decision-making: effectively evaluate or make independent decisions based upon experience, knowledge, or training.
7. Mathematical ability: calculate basic arithmetic problems.
8. Planning & organizational skills: develop long-range plans to solve complex problems or take advantage of opportunities; establish systematic methods of accomplishing goals.
9. Problem-solving skills: develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring.
10. Reading ability: effectively read and understand information contained in memoranda, reports, articles, and bulletins.
11. Time management: set priorities in order to meet assignment deadlines.
12. Supervisory skills: hire, schedule, train, motivate, and evaluate employees.

### **Environmental/Working Conditions**

1. Flexible work hours; occasional evening and weekend hours.
2. Inside work environment.

### **Equipment Used**

Multi-media equipment, book truck, building systems such as security and heating / air conditioning, calculator, cash register, computer work station, cell phone, pager, copy machine, fax machine, telephone, TTY.

**Education and Experience**

1. Master of Library Science degree from an American Library Association accredited institution.
  2. Eligibility for grade 1 Wisconsin library certification.
  3. Three to five years of public library administration, preferred in finance, personnel, building & grounds, technology, public relations, and policy administration.
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