

## **Johnson Creek Public Library Job Description for Library Director**

Job Summary: Under the direct supervision of the public library board of trustees, the library director is responsible for the operations of the library and the development and implementation of its service program, including: (A) assisting the board with long-range planning and policy development, and managing all library resources, including human resources; (B) organizing the acquisitions, 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 and supervises all assistants, substitutes, and volunteers who work in the library.

### I. Specific Responsibilities

#### Administrative Services

- Serve as the library's executive officer.
- Serve as the technical adviser to the board.
- Implement the policies of the library as established by the board.
- Prepare the draft of the annual library budget for board discussion and approval.
- Participate in the presentation of the adopted budget to local officials.
- Receive and expend library funds according to established guidelines, and maintain accurate and up-to-date records showing the status of library finances.
- Recruit, select, hire, 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 and/or union contracts).
- Prepare library board meeting agendas and necessary reports in cooperation with the library board president, and notify board members of scheduled meetings.
- Prepare state annual report for review and approval by the library board.
- 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.

#### Collection Management

- Select or direct the selection of materials for all media and all age groups, based on the library's approved collection development policy.
- Organize the collection for efficient use by cataloging, classifying, processing, and inventorying.
- Periodically review the collection development policy and make recommendations to the library board for revisions.
- Oversee the shelving and organization of materials.

#### Services and Service Promotion

- Develop and execute an array of service programs to address the various needs of users and to make the library more accessible to all.

- Provide friendly and efficient direct assistance to users checking out materials, requesting directional or community information, or seeking materials or information on specific topics.
- Supervises circulation procedures and records in accordance with legal requirements and to allow the library to make reimbursement requests for nonresident borrowing.
- Prepare news releases and submissions to the media to announce new or special services and events that spotlight the library.
- Assist and guide local volunteer groups (e.g., Library Friends) who wish to help with library promotion, fundraising, and enhancement of services.
- Prepare grant applications, when grant opportunities are offered, in order to supplement local funding of library operations and development.
- Maintain records showing all programs offered and number of attendees at each program.
- 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 the public.
- Conduct ongoing evaluations of existing library programs, services, policies, and procedures, and submit recommendations for improvements to the library board.
- Facilities Management
- Oversee care and maintenance of the library building and grounds.
- Oversee the work of custodial staff.
- Regularly review building needs and advise the board in its planning for future expansion or development.
- Assess the adequacy of existing facilities in regard to the provision of automated services.

## II. Essential Functions and Knowledge

- Excellent interpersonal skills
- Ability to effectively communicate ideas and information in both verbal and written form
- Ability to work with governing boards, community groups and elected officials, and make presentations to them
- Knowledge of public library philosophy, principles, and procedures which will allow effective recommendations to the board and sound decision making when faced with a wide range of circumstances
- Ability to supervise staff and volunteers and delegate responsibility in an effective manner
- Ability to read and comprehend print information, including technical, statistical, and financial information
- 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
- Ability to assist patrons with location and retrieval of materials or information by title, subject, and interest of library patrons

- Strong understanding of 21st Century skills with ability to triage basic problems.
- Ability to utilize an integrated library system for local applications and retrieve information from external databases
- Ability to understand and implement instructions and directions
- Ability to establish and maintain proper priorities and meet deadlines
- Ability to work within a confidential environment
- Ability to produce and maintain accurate files and reports
- Ability to use and manage office equipment including a telephone system, fax machine, copier, and security systems
- 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 and assist patrons with building evacuation in an emergency)
- Ability to work hours and assignments as required by the library board

III. Required Education, Experience and Certification

- Bachelor’s degree from a liberal arts program
- Minimum Wisconsin Public Librarian Certification based on Village population or eligibility for required minimum certification
- Maintenance of required Certification through necessary coursework and/or qualifying continuing education
- At least three years of relevant experience that includes supervisory responsibilities

Approved July 19, 2017

Johnson Creek Public Library Board of Trustees

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Employee’s Signature

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Supervisor’s Signature

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Date

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Date