

Waterford Public Library
101 N River St, Waterford, WI 53185
Position Description

Job Title: Library Director
Work Location: Library
Department: Library
Full-Time/Part-Time: Full time
Employer Name: Village of Waterford
Supervisor Title: Library Board President

Date: July 25, 2018

The responsibilities listed here are illustrative of the expectations of the position, and not intended to be all inclusive or exclusive. Additional or different responsibilities may develop as the library's needs evolve.

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 strategic 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.

ESSENTIAL DUTIES & RESPONSIBILITIES

Administrative Services

- Act as library board's executive officer.
- Develops and recommends policies for library operations.
- Develops the annual library budget proposal for review by the library board and participates in its presentation to local officials.
- Monitors expenditures consistent with budget and available funds.
- Implements board-approved capital improvement projects.
- Researches, negotiates, and oversees the implementation of contracts in accordance with procedures established by the library board.
- Recruits, selects, hires, supervises, evaluates, and terminates library staff in conformity with library policy and state and federal law. Oversees the staff training program. Recommends improvements in staffing, organization, salaries, and benefits to the library board.
- Plans and conducts regular staff meetings.
- Prepares library board meeting agendas and necessary reports in cooperation with the library board president and notifies library board of scheduled meetings.
- Informs and advises the library board as to local, regional, state, and national developments in the library field and works to maintain communication with other area libraries.

- Serves as chief consultant to the library board in regard to technical matters and library choices, and submits recommendations for improvement to the library board.
- Represents the library at the library system level and actively participates in other professional library and community organizations.
- Creates, organizes and implements solicitation of donations and/or gifts to the library, reviews and acknowledges receipt of donations and/or gifts.
- Performs other work as required by the library board.

Collection Management

- Oversees the library's ongoing collection development plan and supervises the selection, purchase, and withdrawal of library materials in accordance with that plan.

Service and Service Promotion

- Conducts ongoing evaluation of existing library programs, services, policies and procedures.
- Relates library objectives to community needs, and represents the library on community boards and committees.
- Develops and administers the library's overall public relations plan; prepares the press releases and makes presentations to community groups.

Facilities Management

- Directs and supervises the maintenance of the library building and grounds.

ESSENTIAL FUNCTIONS & KNOWLEDGE

- Ability to set priorities, meet deadlines, make decisions and exercise discretion with patrons and staff.
- Ability to hire, train, supervise, discipline and evaluate staff and volunteers at all levels of experience and maintain a confidential environment.
- Ability to handle multiple and simultaneous tasks.
- Ability to think analytically, communicate effectively, both in writing and orally and to prepare and present reports and other information in the appropriate format.
- Ability to establish and maintain effective relationship with local and regional governing boards, community groups, elected officials and media and make presentations to them.
- Knowledge of public library laws, philosophy, procedures and budgeting process to make effective recommendations to the board and sound decision making under a wide range of circumstances.
- Ability to read and comprehend print information, including technical, statistical, and financial information.
- Knowledge of computers and the Internet, especially integrated library systems software, Microsoft Office and similar software programs.
- Ability to use and manage office equipment including a telephone system, copier, and security system.
- Ability to lift up to 40 pounds occasionally (e.g., handling of library materials, accept delivery shipments of new materials and supplies, assist with building evacuation in an emergency).
- Ability to work hours and assignments as required by the library board.

REQUIRED EDUCATION, EXPERIENCE & CERTIFICATION

- Graduation from an accredited college or university with a Master's Degree in Library Science.
- Grade 1 Wisconsin Public Librarian Certification or eligibility for required certification.
- Maintenance of required Certification through necessary coursework and/or qualifying continuing education.
- Four years of progressively responsible public library experience; library management, human resources and marketing experience preferred.