

| Presque Isle Community Library | |
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| Title: | Job Description - Library Director |
| Original Adoption Date: | November 10, 2015 |
| Suggested Review Cycle: | Every 1 year(s) |
| Revision Approval Date: | December 11, 2018 |

SUPERVISION AND DIRECTION:

The Library Director (Director) will receive general supervision and direction from the Presque Isle Community Library Board of Trustees (Board). The Director shall comply with all established policies and operational procedures associated with the proper conduct of a public library.

POSITION REQUIREMENTS:

- **Experience**
 - Desirable - Five years of experience in a service, marketing or communications institution with comparable demands and responsibilities (i.e., staff supervision, working directly with the public, working with governing boards or bodies, developing and implementing marketing/communication/improvement plans.) Alternatively, three (3) years of progressively responsible public library experience,
 - The ability to deal effectively and courteously with the public consisting of all ages and personalities is required.
 - The ability to operate personal computers and associated software on a routine basis. Knowledge of automated office equipment.
- **Education:** A minimum Grade 3 WI DPI certification is required within a 4-year time-frame.
- **Physical:** Appropriate dress, as for a business office, is required at all times while working in or representing the library. The work environment consists primarily of indoor activities. Normal/corrected eyesight and hearing within normal range is required. The Director must have a valid motor vehicle operator’s license and be able to drive to meetings, training, and other events.

POSITION SUMMARY:

Under the direct supervision of the Board, the Director is responsible for the culture and 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. ensuring an inclusive, welcoming, friendly, professional environment;
- c. organizing the acquisitions, access, storage, budgeting and control of the collections;
- d. designing and implementing services and programs for customers of all ages;
- e. overseeing the maintenance and safety of the library building and grounds.

The Director hires and supervises all assistants, substitutes, and volunteers who work in the library against written policies or training programs.

POSITION SPECIFICS

- 1) **General:** The Director position is a full time salaried position. The Director is a Town of Presque Isle (Town) employee, working under the direct supervision of the Board. This job requires a flexible work schedule, working some early evening and Saturday hours. As a Town employee, under the direct supervision of the Board, the Director is responsible for the culture and operations of the library and the development and implementation of its service program. Items typically include:
 - a) Assisting the Board with long-range planning and written policy development.

- b) Assisting the Board with budgeting and directly managing all library resources.
 - c) Ensuring an inclusive, welcoming, friendly and professional environment.
 - d) Establishing annual budget related requests.
 - e) Carrying out established written library policies.
 - f) Operating and staffing the library.
 - g) Organizing, purchasing, cataloging, maintaining, and disposing of library materials and equipment.
 - h) Overseeing the cleanliness, maintenance, and safety of the library building, in concert with direction and resources provided by the Board and Town.
 - i) Creating and directing the library public relations and communications programs.
 - j) Becoming an active member of our community in building alliances and encouraging team work whenever possible.
 - k) Designing, updating, and implementing services and programs for users of all ages.
 - l) Hiring, supervising, and training of all assistants, substitutes, and volunteers who work in the library, in accordance with written standards and procedures.
 - m) Developing and updating annually, written three (3) year plans on space, technology, and collection, with assistance from the Board.
 - n) Ensuring compliance with all regional (NWLS) and state library systems requirements and requests for information.
 - o) Maintaining an annual written plan to the Board about professional currency as well as required WI Department of Public Instruction professional certification.
- 2) **Administrative Services Responsibilities:** The Director provides executive oversight, management, and documented information systems to ensure smooth running of the library and interactions/information to the Board. Responsibilities include:
- a) Serve as both the library's executive officer and as the technical adviser to the Board.
 - b) Maintain, plan, and direct the organization, annual review, and revisions of the policy manual and develop new policies, as needed, with assistance from the Board policy committee.
 - c) Annually assist the Board treasurer with the preparation of the draft of the annual library budget, for Board discussion and approval. Participate in the presentation of the adopted budget to local officials, as needed.
 - d) Receive and expend library funds according to established guidelines.
 - e) Maintain accurate reports and up-to-date records showing the status of library finances, on a monthly basis.
 - f) Recruit, select, hire, train, supervise, evaluate, and terminate, if necessary, library staff in conformity with written job descriptions, training programs, library policies, and state and federal law.
 - g) Develop and annually review written training programs and operations manuals for library staff and volunteers.
 - h) Assist Board in the development and update of a written training-orientation programs for new Board members.
 - i) Prepare and archive Board meeting agendas and necessary reports in cooperation with the Board president, and notify Board members of scheduled meetings. Ensure meeting notes and agendas are posted at appropriate sites.
 - j) Prepare all required state and system reports (NWLS) for review and approval by the Board, on a timely basis.
 - k) Inform and advise the 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.
- 3) **Collection Management Responsibilities:** The Director is responsible for developing written systems and policies to update, manage, acquire, and make available the library's selection of materials.
- a) Periodically review the collection development policy and make recommendations to the Board for revisions.

- b) Select or direct the selection of materials for all media and all age groups, based on the library's approved collection development policy.
- c) Catalog and classify library materials according to accepted standards and maintain the public catalog.
- d) Process materials to provide appeal, protection, and control.
- e) Develop and maintain a regular weeding schedule.
- f) Develop and maintain a regular inventory schedule.
- g) Oversee the shelving and organization of materials.
- h) Prepare and distribute overdue notices to users with overdue or lost materials.
- i) Maintain an accurate and up-to-date database of user registrations and activities, including information adequate to support reimbursement requests for nonresident borrowing.

4) Service and Service Promotion Responsibilities:

- a) As planned and allowed by the annual budget; develop and execute an array of service programs to address the various needs of users and to make the library more accessible to all.
- b) Support of a summer reading programs and other community reader driven programs.
- c) Provide friendly and efficient systems to users checking out materials, requesting directional or community information, or seeking materials or information on specific topics.
- d) Utilize and maintain current e-media tools (websites, social media, etc)
- e) Prepare news releases and submissions to the media to announce new or special services and events that spotlight the library.
- f) Assist and guide local volunteer groups (e.g., Friends of Library) who wish to help with library promotion, fundraising, and enhancement of services.
- g) Attend at least 50% of the Friends of the Library meetings.
- h) Seek out, identify, and prepare grant applications in order to supplement local funding of library operations and development.
- i) Maintain records showing all programs offered and number of attendees at each program.
- j) 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.
- k) Conduct ongoing evaluations of existing library programs, services, policies, and procedures, and submit recommendations for improvements to the Board.

5) Facilities Management Responsibilities:

- a) Oversee the cleanliness, maintenance, and safety of the library building, in concert with direction and resources provided by the Board and Town.
- b) Develop written weekly-monthly work plans and oversee the work of Town custodial staff, as well as assistants, and volunteer staff.
- c) Regularly review building needs and advise the Board in its planning for future expansion, renovation or development.
- d) Regularly assess the adequacy of existing facilities in regard to the provision of other automated services.
- e) Maintain adequate written records for building access permissions during off-hours and or key loan outs by people or groups during normal and unstaffed hours.
- f) Provide clear, simple, and written training manuals for audio visual systems / equipment.

6) Essential Functions, Skills, and Knowledge:

- a) Ability to supervise staff and volunteers and delegate responsibility in an effective manner.
- b) Excellent interpersonal skills.
- c) Ability to effectively communicate ideas and information in both verbal and written form.
- d) Ability to work with governing boards, community groups and elected officials, and make presentations to them.
- e) Knowledge of current 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.

- f) Ability to read and comprehend print information, including technical, statistical, and financial information.
- g) 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.
- h) Ability to assist patrons with location and retrieval of materials or information by title, subject, and interest of library patrons.
- i) Knowledge and ability to perform basic computer operations and troubleshoot problems, and to manage an automated circulation system and access external data bases.
- j) Ability to understand and implement instructions and directions.
- k) Ability to establish and maintain proper priorities and meet deadlines.
- l) Ability to work within a confidential environment.
- m) Ability to produce and maintain accurate files and reports.
- n) Knowledge and ability to type, sort and file.
- o) Ability to use and manage office equipment including: a telephone system, fax machine, copier, scanner, building security/fire systems, and audio visual systems (sound & projection).
- p) 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).
- q) Ability to assist patrons with building evacuation in an emergency.
- r) Ability to work hours and assignments as required by the Board.
- s) Ability to maintain neat and orderly work area, check-out areas, storage areas within the library, and library appearance in general.
- t) Computer software skills levels and knowledge necessary to operate all NWLS software platforms.
- u) Basic understanding of website design concepts. Comfort in learning JOOMLA basics (NWLS) and interacting with NWLS staff and local trainers to organize, develop, and maintain an information rich web site for the library.
- v) Ability to interact with NWLS - IT personnel to maintain and trouble-shoot existing catalogue software system and installed hardware

7) Required Education, Experience and Certification:

- a) Experience: Desirable - Five years of experience in a service, marketing, or communication institution with comparable demands and responsibilities; i.e., staff supervision, working directly with the public, working with governing boards or bodies, developing and implementing marketing/communication/improvement plans. Or three (3) years of progressively responsible public library experience,
- b) Certification - Minimum Grade 3 Wisconsin Public Librarian Certification (WI Dept of Public Instruction) within in a 4-year timeframe.
- c) Education - Credit hrs and coursework appropriate for Grade 3 Certification (minimum) within a 4-year timeframe.
- d) Maintenance of required certification through necessary coursework and/or qualifying continuing education.