

## **POSITION DESCRIPTION OF LIBRARY DIRECTOR**

### **George Culver Community Library**

**I. Job summary:** Under the 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 long range plan, including:

- A. Assisting the board with policy development, 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
- D. Overseeing the maintenance and safety of the library building and grounds
- E. Hiring, supervising all assistants, substitutes, and volunteers who work in the library

**II. Specific Responsibilities:** The person appointed as library director shall be charged with the sole administration of the library. Specifically, responsibilities of the library director are defined in the following four areas:

#### **Administrative Services (40%):**

1. Serve as the library's executive officer.
2. Serve as the technical advisor to the board.
3. Implement the policies of the library as established by the board.
4. Prepare draft budget for board discussion and approval.
5. Participate in the presentation of the adopted budget to local officials.
6. Receive and expend library funds according to established guidelines, and maintain accurate and up-to-date records showing the status of library finances.
7. Recruit, select, hire, supervise, evaluate and terminate if necessary, library staff in conformity with library policy and state and federal law.
8. Hold regular meetings with staff and or volunteers for training and interpreting board policy.
9. Attend monthly library board meetings, prepare library board meeting agendas, and necessary reports in cooperation with library board president, post public meeting notices as required by the Open Meetings Law, and notify board members of scheduled meetings.
10. Prepare state annual report for review and approval by the library board.
11. 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 (15%):**

1. Select or direct the selection of materials for all media and all age groups.
2. Catalog and classify library materials according to accepted standards and maintain the public catalog.
3. Process materials to provide appeal, protection, and control.
4. Develop and maintain a regular weeding schedule.
5. Oversee the shelving and organization of materials.

6. Prepare and distribute overdue notices to users with overdue or lost materials.
7. Maintain an accurate and up-to-date database of user registrations and activities.
8. Periodic review of Collection Development Policy and make recommendation to board for revisions.

**Service and Service Promotion (30%):**

1. Develop and execute an array of service programs to address the various needs of users and to make the library more accessible to all. In addition to on-going programs, special events should be planned regularly.
2. Provide friendly and efficient direct assistance to users checking out materials, requesting directional or community information, or seeking materials or information on specific topics.
3. Prepare or oversee news releases and submissions to the media to announce new or special services and events that spotlight the library.
4. Guide and advise volunteer groups (e.g., Library Friends) who wish to help with library promotion, fundraising, and enhancement of services.
5. Promote and assist in the grant application process, when grant opportunities are offered.
6. Maintain records showing all programs offered and number of attendees at each program.
7. 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.
8. Conduct on-going evaluations of existing library programs, services, policies, and procedures, and submit recommendations for improvement to the library board.

**Facilities Management (15%):**

1. Oversee care and maintenance of the library building and grounds.
2. Regularly review building needs and advise the board in it's planning for the future.
3. Assess the adequacy of existing facilities in regard to building space needs.

**III. Essential Functions and Knowledge**

1. Excellent interpersonal skills
2. Ability to effectively communicate ideas and information in both verbal and written form
3. Ability to work with governing boards, community groups, and elected officials, and make presentations to them
4. 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.
5. Ability to supervise staff and volunteers and delegate responsibility in an effective manner
6. Ability to read and comprehend print information, including technical, statistical, and financial information
7. 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
8. Ability to assist patrons with location and retrieval of materials or information by title, subject, and interest of library patrons

9. Knowledge and ability to perform computer operations and troubleshoot problems, to manage an automated circulation system, access external databases, and be able to create a library presence on social networks.
10. Ability to understand and implement instructions and directions
11. Ability to establish and maintain proper priorities and meet deadlines
12. Ability to work within a confidential environment
13. Ability to produce and maintain accurate files and reports
14. Ability to use and manage office equipment including computers, a telephone system, and copier
15. Ability to lift up to 50 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, and assist patrons with building evacuation in an emergency.)
16. Knowledge and ability to type, sort and file
17. Ability to work hours and assignments as required by the library board
18. Knowledge and ability to identify and implement emerging technology in a library setting

#### **IV. Required Education, Experience and Certification**

1. Bachelor's degree from a liberal arts program is required. Master's degree preferred.
2. Ability to obtain Grade 2 Wisconsin Public Librarian Certification is required; certification completion within 2 years.

Grade 2 certification is for librarians who administer public libraries in communities with a population between 3,000 and 5,999. The educational requirements for grade 2 certification are a bachelor's degree, including or supplemented by three semester credits of coursework or the equivalent, approved by the division, in each of the following areas: public library administration; selection of all types of library materials; organization of library materials; and provision of reference and information services.

3. Maintenance of required Certification through necessary coursework and/or qualifying continuing education.
4. Prior experience as library director or two years library experience with supervisory responsibilities preferred.