

## **JOB DESCRIPTION**

### **LIBRARY DIRECTOR for the LEON SAXEVILLE LIBRARY**

The Library Director serves as chief operating officer of the Library, implements Library policies and projects, and provides leadership for improving public library service to the community. The Library Director reports to the Library's Board of Trustees which has the legal responsibility for governing the Library and hiring the Library's director.

#### Qualifications

Commitment to the mission and philosophy of public library service.

Good leadership skills as needed to work effectively with Library Trustees, elected officials, and community volunteers.

Good communication and interpersonal skills.

Strong knowledge of clerical practices.

Strong computer/technological skills including typing and data entry using a computer terminal. Ability to supervise and motivate Library staff and volunteers.

Achieves and maintains Grade III certification (+54 semester credits). Certification courses as issued by the Wisconsin Department of Public Instruction. Cost paid for through the Library budget.\*

Physically able to stand, bend, reach and lift up to 50 pounds.

#### Principal Activities

Works with the Library Board:

1. Prepares an initial draft of the Board meeting agenda with the board secretary and compiles and distributes background materials for items on the agenda.
2. Attends all Library Board meetings and keeps the Library Board informed of issues and problems relating to the Library.
3. Provides orientation for new Board members and assists in promoting the continuing education of Board members.
4. Works with the Library Board in the development of the Library's annual budget.
5. Assists the Library Board in the development of Library policies.
6. Maintains necessary records and prepares the Department of Public Instruction's required Annual Library Report, for review and approval by the Board.

With cooperation of the Board and local officials, operates the Library for the needs of the community.

1. Maintains a clean, safe, and welcoming Library environment.
2. Responds to patron's informational needs in a positive, helpful, and non-judgmental manner, respects privacy, and adheres to the Wisconsin State Statutes regarding confidentiality.
3. Ensures that Library materials are correctly shelved, in good condition, and accessible to patrons.
4. Provides information and reference services. Resources include Library programs, public programs, internet and computer use, online catalog, and interlibrary loans.
5. Recommends and publicizes the Library programs and offerings.
6. Ensures of a wide variety of materials to users of all ages.

7. Sees that Library services are designed to be accessible to everyone in the community including individuals with various types of disabilities.
8. Brings building concerns, and improvements to the Library board for action.

Directs collection development and technical services.

1. Selects, orders and catalogs books, magazines, audio and videos and other Library materials available for patron use and checkout as needed.
2. Manages Library collections to meet the needs of a diverse community, according to approved selection and rotation policies.
3. Ensures the circulation of Library materials as a part of the Winnefox Automated Library System, including requests for interlibrary loans, creating records, placing holds, discharging and checking out items, along with receiving daily transit items from Winnefox Van Delivery.
4. Makes use of the services, training and consultations of the Winnefox Library System, including professional, county and state affiliates.

Supervises staff and volunteers and implements personnel policies.

1. Interviews, hires, and evaluates Library employees.
2. Trains and delegates responsibilities to staff and volunteers as needed.
3. Enforces personnel policies established by the Library board.
4. Carries out tasks related to personnel in conformity with state and federal laws.

Develops the Library budget and manages the Library's money.

1. Prepares an annual budget for the Library in consultation with the Board. Appears, as needed, at the Town of Leon and the Town of Saxeville annual or budget meetings and the Waushara County Board of Supervisors to advocate for the Library.
2. Receives and expends funds, as directed by the Library Board.
3. Manages daily Library finances, as directed by the Treasurer with Board approval. Ensures all expenditures stay within the approved budget.
4. Keeps financial record of all revenue and expenditures. Prepares and presents monthly financial statements and bills for Board review. Submits bills each month for approval by the Library Board.

Develops, with the Library Board, policies and procedures for the Library.

1. Sees that effective policies and procedures are in place to ensure that Library services are consistent, fair, in compliance with local, state, and federal laws, and in the public's interest.
2. Enforces Library rules and policies for the protection of the Library patrons and property.

Plans for the Library's future.

1. With the Library board, plans for the Library's future with strategic plans and/or long range goals, including strong emphasis on technology.

Manages the Library facility.

1. Oversees the care and maintenance of the Library facility in which the Library is located and the grounds on which it is located.
2. Is aware of legal requirements, such as the Americans with Disabilities Act (ADA), as they relate to the Library's facility and makes any deficiencies known to the Library Board.