

## **Position Description: Library Director**

### **Responsibilities of Position**

Under general direction of the library board, administers the library with responsibility and authority for organizing and managing the library operation and for planning, directing and coordinating its program of service to a community.

### **Duties/Examples of Work**

1. Develops, recommends, and implements policies for library operations.
2. 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.
3. Recruits, selects, hires, schedules, supervises, evaluates and terminates library staff. Oversees staff training.
4. Prepares and posts library board meeting agendas and necessary reports in cooperation with the library board president.
5. Coordinates the library's participation in the WALS shared automated library system.
6. Directs and supervises the maintenance of the library building and grounds.
7. Informs and advises the library board as to developments in the library field. Maintains communication with Winnefox and with other area libraries.
8. Conducts ongoing evaluation of existing library programs, services, policies and procedures, and submits recommendations for improvement to the library board.
9. Relates library objectives to community needs. Represents the library in the community.
10. Oversees the library's ongoing collection development plan and supervises the selection, purchase and withdrawal of library materials in accordance with that plan.
11. In conjunction with the library board, develops and administers the library's overall public relations plan. Prepares press releases and makes presentations to community groups.
12. Performs other related work as required by the library board.

### **Knowledge and Abilities**

1. Ability to establish and maintain effective working relationships with library trustees and staff, volunteers, local and state officials, the general public, and community groups.
2. Ability to foster and maintain positive public relations for the library.
3. Ability to gain a working understanding of current and developing technologies as they relate to public library operations and services.
4. Ability to guide and direct the growth and development of the library.
5. Ability to interpret statistical data, analyze information, evaluate programs and prepare clear and concise reports and recommendations, as needed.
6. Ability to maintain confidentiality of library patron information.
7. Ability to perform essential computer operations.
8. Ability to work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as required.
9. Ability to travel to meetings outside the library.
10. Familiarity with Microsoft Office programs.

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11. Willingness to develop and maintain skills through active participation in appropriate continuing education activities.

**Mental Requirements**

1. Analytical Skills: identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
2. Communication Skills: effectively communicate ideas and information in written and verbal form
3. Creative Decision-making: effectively evaluate or make independent decisions based upon experience, knowledge or training, without supervision.
4. Planning and Organization Skills: develop long-range plans to solve complex problems or take advantage of opportunities; establish systematic methods of accomplishing goals.
5. Problem-solving Skills: develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring.
6. Time Management: set priorities in order to meet assignment deadlines.

**Environmental/Working Conditions**

1. Flexible work hours; occasional evening and weekend hours

**Equipment Used**

1. Computer, library automation system, heating/air conditioning, fire protection, other general office equipment, and popcorn machine.

**Education and Experience**

1. 54 credits from an accredited institution.
  2. Eligibility for grade III Wisconsin library certificate.
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