

DIRECTOR

Revised 10-11-19

RESPONSIBILITIES OF POSITION:

Administer, direct and conduct the programs and services of the library subject to the policies, and objectives of the Library Board.

REGULAR DUTIES:

1. Supervise the regular operation of the Lakes Country Public Library in order to fulfill the library's objective: to serve the area community by providing access to information, entertainment, communication, and educational opportunities, through the maintenance of a robust collection, internet and computer access, community-driven programming, space for individual and community needs, and remote access to wider collections and research tools.
2. Recruit, select, hire, train, supervise, evaluate and terminate library employees.
3. Train staff on library procedures and practices. Arrange for outside training when needed.
4. Supervise, schedule and assign duties to library employees.
5. Make library expenditures in accordance with the annual budget.
6. Record financial transactions and work with the library's fiscal agent (currently the Town of Lakewood) to maintain accurate library financial records.
7. Maintain a library materials collection: select, purchase and withdraw materials.
8. Prepare the monthly library board agenda with the cooperation of the library board president and notify library board of scheduled meetings.
9. Report to the board on library financial matters and other library activity.
10. Report to the joint library member towns on library financial matters and other library activity.
11. Develop an annual library budget proposal for review by the library board.
12. Communicate with the towns of Lakewood, Townsend, Riverview and Doty with regards to the library's annual budget and expectations on town contributions.
13. Coordinate with the library system (NFLS) and consortium (OWLSnet) to maintain up-to-date library practices and fulfill system and consortium standards and expectations.
14. Prepare the library's annual report.
15. Work with the board to develop/review an annual Plan of Service to the area towns.
16. Work with the board to create a Strategic Plan when needed.
17. Work with the board to develop/review policies in the library's policy manual.
18. Attend workshops, meetings, and other continuing education courses to maintain library certification and to keep current on library information.
19. Supervise building and grounds maintenance, repairs and improvements.
20. Represent the library in system, consortium and other library-related meetings and events.
21. Act as spokesperson for the library in the community.
22. Coordinate with the Friends of the Library organization on library needs.
23. Plan and conduct staff meetings when needed.
24. Prepare for an outside audit when required or requested by the board.
25. Coordinate volunteer work if needed.

OTHER DUTIES to supervise or perform:

1. Perform or assist with regular front-desk duties:
 - a. Register patrons and issue cards
 - b. Check in and check out library materials
 - c. Search for materials at patron request; order through interlibrary loan
 - d. Answer reference questions
 - e. Educate patrons on the library's online services, including: Infosoup, Wisconsin Digital Library, Badgerlink
 - f. Provide help with technology-related questions, when possible
 - g. Provide reader's advisory
 - h. Help patrons with copies, faxes, printing
 - i. Shelve library materials; maintain shelf order and appearance
 - j. Supervise and create library displays
2. Order and keep track of interlibrary loan materials from outside OWLSnet.
3. Supervise public relations efforts for the library, including:
 - a. Creating and distributing print materials
 - b. Submitting news items to local newspapers
 - c. Communicating with patrons, local government, local organizations
 - d. Updating the library's website and social media accounts
 - e. Other public relations opportunities and events
4. Supervise the library's programming and program schedule.
5. Maintain a robust and relevant collection:
 - a. Select and purchase materials on a regular schedule
 - b. Process and catalog materials for circulation promptly
 - c. Deselect (weed) materials regularly
 - d. Repair/replace materials when needed
6. Develop and update library procedures and practices in keeping with the policies established by the library board, system and consortium
7. Write grant applications that support library objectives

KNOWLEDGE AND ABILITIES:

1. Knowledge of library techniques, methods and procedures as they apply to small public library administration.
2. Ability to hire, train, supervise and discipline employees, coordinate and delegate workloads and work schedules, evaluate work performance and maintain high standards of service.
3. Knowledge of the community in which the library is located, with an understanding of the unique nature of rural and small communities and their libraries.
4. Ability to organize, plan and direct the growth and development of the library.
5. Ability to establish a positive working relationship with the library trustees, staff and volunteers, the library system and member libraries, local service organizations, town, county and state officials and the general public.
6. Ability to gain a working understanding of current and development technologies, including computers and software as they relate to public library operations and services.
7. Ability to interact harmoniously with patrons and library staff.

PHYSICAL DEMANDS OF POSITION

1. Sitting, standing, walking, climbing, and stooping.
2. Bending/twisting and reaching.
3. Talking and hearing; use of the telephone.
4. With correction if needed: far vision at 20 feet or further; near vision at 20 inches or less.
5. Lifting, carrying; 50 pounds or less.
6. Handling: processing, picking up and shelving books.
7. Fingering: typing, writing, filing, sorting, shelving and processing.
8. Pushing and pulling: objects weighing 60-80 pounds on wheels.
9. Mobility: travel to meetings outside library.

COGNITIVE 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. Problem-Solving Skills: develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; refer problems to supervisor when necessary.
3. Planning and Organization Skills: develop long-range plans to solve complex problems or take advantage of opportunities; establish systematic methods of accomplishing goals.
4. Communication Skills: effectively communicate ideas and information in written and oral forms.
5. Reading Ability: effectively read and understand information contained in memoranda, reports and bulletins, etc.
6. Creative Decision-Making: evaluate or make independent decisions based upon experience, knowledge or training, without supervision.
7. Ability to Comprehend and Follow Instructions: effectively follow instructions from the Board of Trustees and library system managers, verbally and in written form.
8. Mathematical Ability: calculate basic arithmetic problems (addition, subtraction, multiplication and division) without the aid of a calculator.
9. Time Management: set priorities in order to meet assignment deadlines.

ENVIRONMENTAL/WORKING CONDITIONS:

1. Inside work environment.
2. Flexible work hours, including evening and weekends.

EQUIPMENT USED: Computer, copier/fax/printer, calculator, telephone, digital projector.

EDUCATION AND EXPERIENCE:

1. Two years of study at an accredited college, university or technical school.
2. Eligibility for Grade 3 Wisconsin Library Certificate.
3. Two years of public library experience and community involvement.