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| <b>Town of Ogema</b>   |                             |
| Library Director – Ogema Public Library (Regular Part-Time)  |                             |
| Department: Library  | Classification: Hourly      |
| Location: Ogema Public Library                               | Revision Date: May 14, 2024 |
| Immediate Supervisor: Ogema Public Library Board of Trustees |                             |

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

- I. GENERAL PURPOSE:** Under the direct 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 service program.
- II. SUPERVISION EXERCISED:** The director is responsible for the recruitment, hiring, supervision, evaluation, and termination (if necessary) of all library staff in conformity with library policy and state and federal laws.
- III. ESSENTIAL DUTIES AND RESPONSIBILITIES:** The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment for the position.

**A. Working with the Library Board**

1. Provide administrative support to the Board
2. Preparing agendas for monthly and special meetings – post as needed
3. Compile and distribute background materials for agenda items
4. Assist and encourage continuing education of Board members
5. Keep the board informed about new programs and services to be considered
6. Provide orientation of new board members
7. Develop a draft version of the annual budget to be reviewed and approved by the Board.
8. Present with Library Board members the approved budget appropriation request to the Town for their approval
9. Assist the Board in developing policies.
10. Bring issues facing the library to the Board with options and recommendations for dealing with the issues
11. Conduct ongoing evaluation of existing programs, services, policies & procedures, and submit recommendations for improvement to the Board.

**B. Public Service Activities**

1. Operate the library with a philosophy of service that puts the needs of patrons first and respond to their needs in a positive, helpful, friendly, and creative manner
2. Develop and oversee a variety of service programs designed to meet the needs of a diverse public.
3. Ensure that a wide variety of materials is available to users of all ages and provide reference and information services, public programming, and access to electronic information
4. See to it that all library services are designed to be accessible to everyone in the community including individuals with disabilities or unique abilities.

5. Maintain records showing all programs offered and the number of attendees at the programs
6. Conduct ongoing evaluation of existing library programs, services, policies & procedures and submit recommendations for changes to the Board.
7. Investigate the value, costs, and logistics of adding new services, new media and new technologies.
8. Assist patrons in reader's advisory services and reference work.
9. Assist as needed with circulation desk duties, which include but are not limited to checking in and checking out materials; receiving and recording fees; library card registration; answering phones, and assisting patrons.

### **C. Collection Management**

1. Select or direct selection of materials based upon a collection management policy which has been approved by the Board.
2. Review the policy regularly to be sure it is consistent and up-to-date
3. Oversee the acquisition, processing, and cataloging of these materials, after decisions have been made about which materials to add to the library's collection.
4. Oversee the circulation of library materials with other libraries in the system and in the state through inter-library loans.
5. Maintain a public catalog of all materials in the collection
6. Develop and implement a regular weeding schedule
7. Oversee shelving and organization of materials
8. Requisition supplies and select materials for purchase.

### **D. Supervise Staff and Implement Personnel Policies**

1. Hire employees and enforce personnel policies; evaluate and discipline employees.
2. Conduct regular staff meetings
3. Train Staff
4. Facilitate staff continuing education
5. Recommend improvements in staffing, organization, salaries, and benefits to Board
6. Be responsible for the safety of all employees
7. Maintain confidential personnel records
8. Share personnel work hours with the Town
9. Create and maintain a positive work environment showing respect for all employees.

### **E. Develop Budget, Manage Money, and Maintain Records**

1. Develop a draft version of the annual budget to be reviewed and approved by the Board.
2. Present the approved budget appropriation request to the Town for their approval.
3. Submit all bills to the Board for monthly approval prior to payment
4. Apply for grants
5. Account for donations and memorials; thank donors
6. Maintain a current database of users including non-residents
7. Report annually to the Wisconsin Department of Public Instruction
8. Submit annual funding requests to Price County and adjacent counties.

#### **F. Develop Policies and Procedures**

1. Ensure policies and their implementation are provided in a consistent and fair manner
2. Develop new policies as needed and present to the Board for their approval
3. Develop procedures based upon Board –approved policies
4. Enforce library rules to protect library property

#### **G. Plan for the Future**

1. With appropriate input from the Library Board, draft a long-range/strategic plan for the library and monitor the plan's progress/implementation.
2. Be familiar with the Wisconsin Public Library Standards.
3. Develop a technology plan for the library.
4. Promote collaboration in the community between local business, industry, and schools.

#### **H. Advocate for and Promote the Library**

1. Plan and direct a public relations program promoting special events and new services at the library.
2. Assist and guide volunteer groups (e.g. Friends of the Library) wishing to help the library by promotions, fundraising, etc.
3. Represent the library at the system level and actively participate in professional library organizations.
4. Report library activities at the Town board meeting.
5. Represent the library on community boards and committees

#### **I. Manage the Library Facility**

1. Oversee the care and maintenance of the library facility and grounds
2. Assure that all library interior areas are clean and clutter-free
3. Manage contract with outside cleaning service or person.
4. Review building needs and report them to the Board.

### **IV. WORKING CONDITIONS:**

#### **A. Physical Demands of the Position**

1. Ability to work in confined spaces
2. Ability to bend/twist/reach
3. Far vision at 20 feet or further; near vision at 20 inches or less
4. Fingering: keyboarding, writing, filing, sorting, shelving, and processing
5. Handling: processing, picking up and shelving books
6. Lifting and carrying 50 pounds or less
7. Pushing and pulling objects weighing 300-400 pounds on wheels.
8. Sitting, standing, walking, climbing, stooping, kneeling and crouching
9. Talking and hearing; use of telephone

#### **B. Environmental / Working Conditions:**

Flexible working hours – frequent evening and weekends

#### **C. Equipment Used:**

Audio-visual equipment, book truck, calculator, camera, cash register, copy machine, library automation system, telephone, computer.

**D. Educational Requirements:**

1. A bachelor's degree or associate degree is preferred. Minimum requirement: 54 semester hours at an accredited college or university
2. Grade 3 Wisconsin Public Librarian Certification or eligibility for temporary certification and complete regular certification requirements within 4 years of hire date.
3. Maintain required certification through necessary course work and/or qualifying continuing education
4. Three years of progressively responsible public library experience, or five years of experience in a service institution with comparable demands and responsibilities (i.e. staff supervision, working directly with the public, working with governing boards or bodies)
5. Proficiency in the use of automated databases, word processing functions, and basic internet access

**V. TOWN OF OGEMA PERSONNEL POLICIES:** This position is bound by the personnel policies set forth in the Ogema Public Library Personnel Policies manual as amended and approved by the Board of Trustees of the Ogema Public Library.

**VI. SELECTION GUIDELINES:** Formal application, rating of education and experience; oral interview, and reference & background check.

**Approved by the Board of Trustees of the Ogema Public Library, May 14, 2024**