

Hortonville Public Library

**Position Description:** Library Director

**Updated:** August 22, 2016

### **Typical Responsibilities**

Under general direction of the library board, administers a 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**

1. Develops and recommends 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. Implements board-approved capital improvement projects.
4. Researches, negotiates, and oversees the implementation of contracts in accordance with procedures established by the library board.
5. Recruits, selects, hires, supervises, evaluates and terminates library staff in conformity with civil service regulations where applicable. Oversees the staff training program. Recommends improvements in staffing, organization, salaries and benefits to the library board. Plans and conducts regular staff meetings.
6. Prepares library board meeting agendas and necessary reports in cooperation with the library board president and notifies library board of scheduled meetings.
7. Manages an automated library system.
8. Directs and supervises the maintenance of the library building and grounds.
9. Informs and advises the library board as to local, regional, state and national developments in the library field and works to maintain communication with other area libraries.
10. Serves as chief consultant to the library board in regard to technical matter and library choices, conducts on going evaluation of existing library programs, services, policies, and procedures, and submits recommendations for improvement to the library board.
11. Relates library objectives to community needs, and represents the library on community boards and committees.
12. Oversees the library's ongoing collection development plan and supervises the selection, purchase and withdrawal of library materials in accordance with that plan.
13. Develops and administers the library's overall public relations plan; prepares press releases and makes presentations to community groups.
14. Represents the library at the system level and actively participates in other professional library organizations.
15. 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, volunteer groups, local and state officials, the general public and community groups.
2. Ability to foster and maintain positive public relations for the library within the community.

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 hire, train, supervise and discipline employees, coordinate and delegate workloads and work schedules, evaluate work performance and maintain high standards of library service.
6. Ability to interpret statistical data, analyze information, evaluate programs and prepare clear and concise reports and recommendations.
7. Ability to maintain confidentiality of library patron information.
8. Ability to perform essential computer operations.
9. Ability to understand, develop, interpret and enforce library policies, rules, and procedures and to make recommendations to the library board.
10. Ability to work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as required.
11. Broad understanding of modern library techniques, methods and procedures as they apply to public library administration.

#### **Additional Tasks Periodically Performed**

1. Oversees meeting room activities and the volunteer programs as required.
2. Attends Library Board and committee meetings.
3. Works at the circulation desk on an as needed basis.

#### **Physical Requirement in Performing the Tasks Listed**

1. Ability to work in confined spaces.
2. The performance of routine tasks requires a capacity to intermittently sit, stand, walk, bend, reach and lift approximately 5- 10 lbs.
3. Far vision at 20 feet or further; near vision at 20 inches or less.
4. Fingering: keyboarding, writing, filing, and sorting.
5. Handling, picking up and shelving books.
6. Mobility: travel to meetings, programs and training opportunities outside the library.

#### **Working Conditions Under Which Tasks Are Performed**

1. Work is performed indoors with the exception of certain library programs that may take place outdoors.
2. Flexible work hours: some evening and weekend hours required.

#### **Education and Experience**

1. Bachelor's Degree preferred or 2 years of study at an accredited university
2. Eligible for Grade 3 Wisconsin Public Library Certification
3. Minimum of two (2) years supervisory experience in a public library is preferred.