

JOB TITLE: **Library Administrator**

REPORTS TO: Library Board & Director of Administration

**JOB SUMMARY**

The Beaver Dam Community Library is in need of a new Library Administrator. The Library Administrator oversees all aspects of library operations and services, supervising and mentoring staff, financial management, programming, collection development, oversight of the facility, community outreach, library advocacy, and fostering relationships with stakeholders and community partners.

Primary Job Elements:

* Administers the overall program of library services to a community in accordance with the policies as established by the Library Board.
* Serve as the chief operating officer of the library.
* Serves as chief consultant to the Library Board in regard to technical and library matters.
* Implements the policies and goals of the library as established by the Library Board.
* Develops and provides oversight of the library budget.
* Assists the Library Board in developing both long-term and annual goals and objectives of the library.
* Records Library Board meeting minutes and distributes necessary documents to board members
* Manages library collections including selecting library materials.
* Hire, train, supervise, evaluate, and schedule library personnel.
* Supervise circulation of material and record keeping.
* Represent the library at City, Dodge County, System, and other professional meetings.
* Provide direct service to customers at the information desk.
* Provide direct service to customers at the circulation desk.
* Provides reference and reader’s advisory assistance to customers.
* Answers customer questions and explains library policies in-person or via the telephone.
* Assists customers in finding library materials and operating library equipment.
* Instructs customers on the use of the online library catalog.

Secondary Job Elements:

* Oversees, coordinates and supervises volunteer efforts and fundraising
* Implements and/or oversees capital improvement projects
* Oversee maintenance of the library building and grounds.
* Oversee the work of the custodial staff.
* Regularly review building needs and advise the board in its planning for future expansion, development, and/or provision of automated services.
* Catalogs library materials as needed.
* Checks-in, catalogs, and processes magazines as needed.
* Places electronic and paper orders for materials.
* Performs light housekeeping.

**QUALIFICATIONS**

Minimum Requirements:

* Broad understanding of library and information science, library organization and administration and methods and procedures as they apply to public library administration.
* Knowledge and working understanding of current and developing technologies as they relate to public library operations and services.
* Willingness to maintain skills in the library field through active participation in appropriate continuing education activities.
* Knowledge of public library finance and budgeting practices.
* Working knowledge of English grammar and spelling.
* Effectively read and understand information presented in written form.
* Perform basic mathematical and statistical computations and analysis.
* Knowledge of modern office practices, procedures, and equipment.
* Keyboarding skill and filing ability.
* Good interpersonal skills.
* Problem solving and creative decision-making skills.
* Desire to work a flexible schedule including nights and weekends.
* Valid driver’s license and access to a vehicle.

Educational and Job Experience Requirements:

* Master’s in Library and Information Studies from an institution accredited by the American Library Association.
* Grade 1 Eligibility for Grade 1 Wisconsin Library Certificate.
* Three to five years progressively responsible public library experience.
* Management or supervisory experience.

Abilities Required:

* Ability to effectively communicate ideas and information in both verbal and written form.
* Ability to work with governing boards, community groups, elected officials, and make presentations to them.
* Ability to hire, motivate and discipline employees, evaluating performance and maintaining high standards of library service.
* Ability to manage and supervise staff and volunteers and delegate responsibility in an effective manner.
* Ability to assign, supervise, and review work of others, also train, and teach.
* Ability to interpret statistical data, analyze information, evaluate programs, and prepare clear and concise reports and recommendations.
* Ability to write and administer a budget.
* Ability to understand, develop, interpret, and enforce library policies, rules, and procedures and to make recommendations to the Library Board.
* Ability to guide and direct the growth and development of the library.
* Ability to produce written documents in the English language with clearly organized thoughts.
* Ability to foster and maintain positive public relations for the library within the community.

**DISCLAIMER**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

**This job will be posted until December 23rd, 2021**

**If you are interested in this position, please email cover letter and resume to Library Board Vice President Samantha Stam at: samanthaleestam@outlook.com**