

**Edward U. Demmer Memorial Library
Library Director
Job Description**

Job Title: Library Director

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, including: (A) assisting the board with long-range planning and policy development, and managing all library resources, including human resources; (B) managing the organization of the acquisitions, access, storage, and control of collections; (C) overseeing the design and implementation of services and programs for users of all ages; and (D) overseeing the maintenance and safety of the physical plant. The library director hires and supervises all staff and volunteers who work in the library subject to confirmation of the Board of Trustees.

I. Specific Responsibilities

Administrative Services:

1. Serve as the library's executive officer.
2. Serve as the technical adviser to the board.
3. Implement the policies of the library as established by the board.
4. Prepare the draft of the annual library budget for board discussion and approval.
5. Participate in the presentation of the adopted budget to local officials.
6. Receive and expend library funds according to established guidelines, and maintain accurate and up-to-date records showing the status of library finances.
7. Recruit, select, hire, supervise, evaluate, and terminate if necessary, library staff in conformity with library policy and state and federal law (and any applicable local civil service regulations).
8. Prepare library board meeting agendas and necessary reports in cooperation with the library board president, and notify board members of scheduled meetings.
9. Prepare state annual report for review and approval by the library board.
10. Inform and advise the library board as to local, regional, state, and national developments in the library field, and work to maintain communication with other area libraries and the library system.
11. Assist the board with developing and implementing long-range planning.

Collection Management:

1. Select or direct the selection of materials for all media and all age groups, based on the library's approved collection development policy.
2. Oversee the cataloging, classification, and processing of library materials according to accepted standards and maintain the public catalog.
3. Develop and maintain a regular weeding schedule.

4. Periodically review the collection development policy and make recommendations to the library board for revisions.
5. Oversee the shelving and organization of materials.
6. Prepare and distribute overdue notices to users with overdue or lost materials.
7. Maintain an accurate and up-to-date database of user registrations and activities to support reimbursement requests for nonresident borrowing.

Service and Service Promotion:

1. Supervise an array of service programs per the Demmer's mission, relevant to the community, and aligned with the current strategic plan. These might include, but not limited to: early literacy, teen, and adult programs; seasonal reading programs; homebound service for residents unable to visit the library; special materials and accommodations to encourage use of the library by all.
2. Provide welcoming and professional assistance to users.
3. Prepare news releases and submissions to the media.
4. Assist local volunteer groups (e.g., library friends and foundation) who wish to help with library promotion, fundraising, and enhancement of services.
5. Prepare grant applications, when grant opportunities are offered, in order to supplement local funding of library operations and development.
6. Maintain records showing all programs offered and number of attendees at each program.
7. Continually investigate the value, costs, and logistics of adding library services, new media, and new technologies in order to keep the library current and proactive in its service provision to the public.
8. Conduct ongoing evaluations of existing library programs, services, policies, and procedures, and submit recommendations for improvements to the library board.

Facilities Management:

1. Oversee care and maintenance of the library building and grounds.
2. Oversee the work of custodial staff.
3. Regularly review building needs and advise the board in its planning for future maintenance and development.

II. Essential Functions and Knowledge

1. Excellent interpersonal skills.
2. Ability to effectively communicate ideas and information in English in both verbal and written form.
3. Ability to work with governing boards, community groups and elected officials, and make presentations to them.
4. Knowledge of public library philosophy, principles, and procedures which will

allow effective recommendations to the board and sound decision-making when faced with a wide range of circumstances.

5. Ability to supervise staff and volunteers and delegate responsibility in an effective manner.
6. Ability to train and mentor staff and volunteers.
7. Ability to read and comprehend and create electronic and/or print information, including technical, statistical, and financial information.
8. Ability to locate and retrieve library materials in a variety of formats, both physical and electronic.
9. Ability to assist patrons with location and retrieval of materials or information by title, subject, and interest of library patrons.
10. Proficiency in performing computer functions, navigating internal and external databases, and managing an Integrated Library System (ILS).
11. Ability to establish priorities and meet deadlines.
12. Ability to maintain and administer a work environment that respects patron and staff confidentiality.
13. Ability to produce and maintain accurate files and reports.
14. Ability to use and manage office equipment including a telephone system, fax machine, copier, and security systems.
15. Ability to lift up to 40 pounds on a frequent basis (e.g., to retrieve books from outside book drop box, unload crates of inter library loan materials, accept delivery shipments of new library materials and supplies, pack and store materials for book sales, shovel snow and assist patrons with building evacuation in an emergency).
16. Ability to work hours and assignments as required by the library board which may include some evenings and weekends.

III. Required Education, Experience and Certification

1. Grade 3 Wisconsin Public Librarian per the Wisconsin Department of Public Instruction or eligibility for required certification.
2. Maintenance of required certification through necessary coursework and/or qualifying continuing education.
3. Mastery of various computer software and web-based applications, including but not limited to: word processing, spreadsheets, presentations, database management and use, financial management software, websites and social media, basic graphic design and promotional software.
4. Three years of progressively responsible public library experience, or 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).