THE MONTICELLO PUBLIC LIBRARY

POSITION DESCRIPTION-- LIBRARY DIRECTOR

TYPICAL RESPONSIBLILITIES OF POSITION:

Administers the overall program of library services offered to the community in accordance with the policies established by the Library Board. A high degree of independent judgment is required.

ADMINISTRATIVE DUTIES:

1. Implements the policies and goals of the library as established by the Library Board. Acts as the Executive

Officer for the Library Board.

2. Develops the annual library budget proposal for review by the Library Board and participates in its

presentation to city officials--expends funds within established guidelines.

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

Civil service regulations. Oversees the staff training program--recommends improvements in

staffing, organization, salaries, and benefits to the Library Board--plans and conducts staff meetings.

6. Prepares Library Board meeting agendas and necessary reports in cooperation with the board

president and various committee chairs.

7. Directs and supervises the maintenance of the library building and grounds.

8. 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.

9. Serves as chief consultant to the Library Board in regard to technical matters and library

choices. Conducts ongoing evaluation of existing library programs, services, policies, and

procedures, and submits recommendations for improvement to the Library Board.

10. Relates library objectives to community needs, and represents the library on community

boards and committees.

11. Oversees the library’s ongoing collection development plan and supervises the selection,

purchase and withdrawal of library materials in accordance with that plan.

12. Catalogs all types and levels of material

13. Assists library users with reference, readers’ advisory, bibliographic instruction and database

searching.

14. Develops and administers the library’s overall public relations plan; prepares press releases,

newsletters, regular library newspaper columns, social media, and makes presentations to community groups

upon requests.

15. Represents the library at the system level and actively participates in other professional library organizations.

16. Attends all board meetings.

17. Participates in opportunities for professional growth offered through workshops and meetings of the South

Central Library System and State Library Offices.

18. Keeps records and collects and organizes statistics needed for the administration of the Library.

Prepares annual report for the Wisconsin Department of Public Instruction and other statistical and financial

reports.

19. Works with the Friends of the Library on fundraising, programming, and public relations activities.

20. Performs other duties as required by the Library Board.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

1. Broad understanding of modern library techniques, methods and procedures as they apply to public library

administration.

2. Ability to hire, train, supervise, and discipline employees, coordinate and delegate workloads and

schedules, evaluate work performances and maintain high standards of library service.

3. Ability to establish and maintain effective working relationships with library trustees and staff, volunteer

groups, city, state and county officials, the general public and community groups.

4. Ability to interpret statistical data, analyze information, evaluate programs and prepare clear and concise

reports and recommendations.

5. Ability to understand, develop, interpret and enforce library policies, rules, and procedures and to make

recommendations to the Library Board.

6. Ability to organize, guide and direct the growth and development of the library.

7. Ability to gain a working understanding of current and developing technologies as they relate to public

library operations and services.

8. Ability to foster and maintain positive public relations for the library within the community.

9. Ability to work independently, organize and prioritize work, respond to varied and changing work

demands and make sound decisions.

10. Willingness to maintain skills through active participation in appropriate

continuing education activities.

11. Working knowledge of the English language.

12. Ability to use computer software such as Microsoft Office: Word, Excel, PowerPoint.

13. Analytical Skills--identify problems and opportunities--review possible alternative courses of action

before selecting one; utilize information, resources available when making decisions.

14. Problem-Solving Skills--develop feasible, realistic solutions to problems; recommend actions designed

to prevent problems from occurring; and refer problems to the Library Board when necessary.

15. Planning and Organization Skills--develop long-range plans to solve complex problems or take advantage

of opportunities; establish systematic methods of accomplishing goals.

16. Communication Skills--effectively communicate ideas and information contained in memoranda, reports

and bulletins.

17. Reading Ability--effectively read and understand information contained in memoranda, reports, and bulletins.

18. Creative Decision Making--effectively evaluate or make independent decisions based upon experience,

knowledge or training.

19. Mathematical Ability--calculate basic arithmetic problems (addition, subtraction, multiplication,

division) without the aid of the calculator.

20. Time Management--set priorities in order to meet assignment deadlines.

21. Ability to apply technical knowledge.

22. Ability to interpret technical regulations and instructions.

23. Ability to deal with abstract and concrete variables.

PHYSICAL DEMANDS OF THE POSITION:

1. Sitting, standing, walking, climbing, and stooping.

2. Bending, twisting, and reaching.

3. Talking and hearing; use of the telephone.

4. Far vision at 20 feet or further; near vision at 20 inches or less.

5. Lifting and carrying--50 pounds or less.

6. Handling--processing, picking up and shelving books.

7. Keyboarding, writing, filing, sorting, shelving and processing.

8. Pushing and pulling--objects weighing 50-80 pounds on wheels.

9. Mobility--travel to meetings, etc. outside the library.

10. Ability to work in confined spaces.

ENVIRONMENTAL/WORKING CONDITIONS:

1. Inside office work environment

2. Flexible work hours--frequent evening and weekend hours.

EQUIPMENT USED:

1. Audiovisual equipment

2. Computer/Internet workstation

3. Laminator

4. Fax Machine

5. Calculator

6. Copy Machine

7. Book truck

8. Telephone

9. Printers

10. Digital Camera

11. Computer Scanner

12. Microfilm Viewer

14. Building systems such as security and heating/air conditioning

EDUCATION AND EXPERIENCE:

1.     Hold or be eligible for Grade 3 library certification [54 credit hours at an accredited college, university or technical college, half of which must be in the liberal arts and science; additional three semester credits of coursework or the equivalent on public library administration, selection of all types of library materials, organization of library materials and provision of reference and information services].  ***Provisional and temporary certification may be granted under certain circumstances.***

2.     A bachelor’s degree from a college or university is preferred.

SPECIAL QUALIFICATIONS PREFERRED:

1. Prior public library working experience.

2. Prior administrative and supervisory experience.

3. Experience with an automated circulation/catalog system.