

Job Title: Library Director

Department: Library

Reports to: Library Board

Employed by: Village

Hours: 40 hours per week

General Statement of Duties:

Under the direction of the Library Board of Trustees, develops, administers, supervises, and coordinates the work of the Library and staff, performs managerial duties related to personnel, budget, collection development, building maintenance, and library operations and services in conformity of the policies established by the Board of Trustees and the regulations of the State of Wisconsin.

Essential Duties and Responsibilities:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Plans, organizes and administers programs and procedures governing library services.
- Prepares budget requests and administers the budget approved by the library board.
- Manages library personnel including hiring, scheduling, supervision, evaluation and training to include continuing education activities. Manages the library volunteer program.
- Attends all library board meetings and acts as a technical advisor to the library board, especially in the formulation of policies, budget documents, long range plans and goals, and implements these policies.
- Prepares reports and statistics required by governmental agencies.
- Facilitates additional funding opportunities including grants, gifts and donations.
- Provides friendly and efficient assistance to library visitors including circulation, reference, and technology coordination.
- Addresses concerns and troubleshoot problems for patrons and staff.
- Directs library technology including: purchase and support of computers and other equipment, staff training and support, troubleshooting and administration of technologies such as the website.
- Plans for new building or enhancements to the existing facility.
- Coordinates building inspections, maintenance, service calls and warranty work.

- Attends professional meetings (such as those for the South Central Library System, Green County, Village, Township) and participates in professional development opportunities.
- Plans and directs a public relations program to generate public awareness of library programs and resources including print material, website and social media.
- Promotes cooperation and partnerships with other libraries, schools and the community.
- Serves as a library representative to the community.
- Oversees the selection and weeding of library materials for all media and age groups.
- Ability to work independently & collaboratively, organize and prioritize work, pay attention to details, respond to varied work demands, and make decisions as required.
- Consistently presents the Monticello Public Library and its services in a positive manner and adheres to customer service guidelines and procedures as established by the Library Board.
- Complies with the established rules of operation, procedures, and policies when using library computers, peripheral hardware, and software. Individual passwords and any other confidential information regarding library records shall be kept confidential.

Knowledge and Abilities

- Comprehensive knowledge of professional library science and administration.
- Ability to plan and supervise the work of others.
- Ability to establish and maintain effective, cooperative & courteous working relationships with supervisors, co-workers, and the public including community groups and organizations.
- Ability to plan, organize and direct a complete program of library activities
- Ability to interpret community interest and needs to provide appropriate library services.
- Ability to understand and efficiently perform library work as directed by the Library Board.
- Ability to maintain a friendly, helpful and professional appearance at all times.
- Possess good spelling and typing skills, advanced knowledge of computers, technology and other library equipment.

- Familiarity with the theory and practice of library service and the ability to acquire extensive knowledge of the local library collection, services and resources.
- Ability to maintain accurate and complete records and prepare clear and detailed reports in accordance with state record retention laws.

Environment / Working Conditions:

- Ability to work effectively in a library environment.
- Position may require out of town travel with own reliable transportation.
- Is subject to frequent interruptions.
- Is subject to work beyond normal working hours, evenings, weekends, and holidays when necessary with notice.
- Attends and participates in continuing educational programs designed to keep one aware of changes in the profession.
- Moves intermittently during working hours.

Education and Experience:

- Minimum:
 - 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.
- Preferred:
 - Bachelor's College degree.
 - Library experience (or equivalent helpful).
 - Management and supervisory experience or two years of progressively more responsible management experience.

Other Requirements:

- A criminal background check and drug test are required.
- Serve a probation period of 6 months.

I, _____, have read and acknowledge that I am able to comply with the aforementioned rules, duties, and responsibilities.

Signature of Library Director

Date

I, _____, bare witness to the acknowledgement and will uphold the supervisory role of the aforementioned rules, duties, and responsibilities.

Signature of Library Board President

Date

10-07-2021