

POWERS MEMORIAL LIBRARY DIRECTOR
Job Description

Job Summary: The Library Director plans, organizes, directs, evaluates, and reviews the library's resources, personnel, facilities, services and programs to respond to the diverse and changing needs of the community.

Supervision of Position: The Library Director reports to the Library Board and is responsible for overall management of the Powers Memorial Library. Village ordinances and policies, Powers Memorial Library policies and plans, Wisconsin State Statutes, Wisconsin State Library Standards, library system and consortium membership agreements, American Library Association's adopted doctrines, and federal law provide the framework for operations. The Library Director is responsible for prioritizing activities and for identifying and utilizing the appropriate resources to reach desired goals within that framework and under the supervision of the Library Board.

Basic Duties:

- Recommends library policies, services, and facilities to the Library Board
- Establishes library methods and procedures
- Administers library programs and services to meet the community needs
- Updates library services to address changing needs and opportunities
- Promotes library service and use to all potential patrons
- Uses current technology effectively

Specific Duties:

- Prepares annual budget in accordance with library's goals and objectives
- Prepares financial and statistical reports
- Selects and procures all library supplies, materials, and equipment, seeking Library Board approval when necessary
- Organizes the collection for efficient use by cataloging, classifying, and processing
- Supervises circulation procedures and records
- Provides reference, reader advisory service, and computer assistance to adults and children
- Keeps collection current and in good condition by regular weeding, replacement, and repair
- Cooperates with all educational and recreational community groups and organizations to assist in their projects and programs
- Recruits, selects, hires, trains, supervises, evaluates, and, if necessary, terminates library staff in conformity with local, state, and federal regulations and with the goal of providing a customer-focused library environment that is welcoming to the public
- Assigns and schedules staff duties and responsibilities
- Plans and conducts a library marketing and publicity program using a variety of media
- Plans and conducts programs for patrons of all ages
- Supervises the physical library building to ensure safety, efficiency, and usefulness of the building
- Supervises the library computer system and manages hardware and software problems
- Supervises and manages all equipment in use throughout the library

Special Requirements:

- A broad understanding of library services, organization, administration, finance methods, marketing, and procedures
- Ability to deal effectively with officials, co-workers, community leaders, and the public
- Projects a friendly manner and is skilled in providing quality customer service
- Shall be properly certified, or be able to be certified within the required timeframe, according to the Certification Manual for Wisconsin Public Library Directors

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the employee to frequently walk, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, feel and/or operate objects, tools or controls. The employee is occasionally required to reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds and push or pull carts weighing 300-400 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Ability to work long hours, attend night meetings, and have a varied schedule depending on changing circumstances.

Work Environment:

Work is performed primarily in a library environment. The noise level in the work environment is usually quiet to moderately noisy.

Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as bloodborne pathogens/bodily fluids, repetitive keyboard use, and stress may cause discomfort and pose a limited risk of injury.

The duties listed above are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.