



Position Description

<b>Job Title</b>	Library Director
<b>Department</b>	Library
<b>Employment Status</b>	Full time
<b>Exempt/Non Exempt Status</b>	Exempt

**Scope of Work**

This position is responsible for managing the programs and services of the Waupaca Area Public Library, including implementing Library board policies and directives, managing personnel, finances and facilities, planning and evaluating library plans, supervising the delivery of library services, and recommending new and revised policies.

**Supervision**

<b>Received</b>	Library Board
<b>Exercised</b>	Directly or indirectly supervises all Library employees and volunteers.

Teamwork

- Relationships/interactions with teammates
- Problem solving. Thinks creatively and provides ideas on how to better perform tasks and responsibilities.
- Speaks respectfully and courteously to patrons and teammates.
- Job knowledge – asks supervisor when there is a question or concern about library policy or job tasks.
- Demonstrates a willingness to learn from teammates and take direction.

Customer Service

- Is fully present. Gives customer their full attention
- Demonstrates a commitment to offer the best customer service
- Is tactful, courteous, honest and diplomatic to patrons on the phone and in person
- Promotes a positive public image to patrons and teammates

**Essential Job Functions** The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

- Manages library personnel; makes hiring decisions; provides training; assigns work; determines priorities and sets deadlines; sets or approves work schedules; evaluates employee work performance; makes staff recommendations to the Board; recommends employee compensation, promotion and termination; conducts staff meetings; communicates information and provides policies and equipment to enable employees to perform their duties.
- Plans, schedules and coordinates library sponsored adult programs with Friends of the library, Waupaca Library Foundation, Winchester Academy and other organizations as requested.
- Performs collection development and cataloging functions; oversees and selects adult books, periodicals and newspapers for purchase; reads book reviews; considers staff and patron recommendations and request; maintains information on materials ordered and received; orders desired materials.
- Coordinates and provides leadership to annual and long range planning process involving staff and Library Board; holds staff meetings; obtains and presents statistics, forecasting and cost analysis; solicits input, provides monthly updates; evaluates achievement of objectives and participates in goal setting and future objectives.
- Serves as liaison between Library and City of Waupaca, area townships, Outagamie-Waupaca library system, Friends of the Library and the Library Foundation; promotes positive working relationships; attends regular and ad hoc meetings; responds to questions; researches initiatives; provides data; discusses funding needs and program initiatives; solicits input and feedback; represents interests of the Library; coordinates resource sharing and promotes Library services.
- Performs financial management of the Library; prepares and recommends annual budget; answers questions and researches issues; coordinates expenditures within budget; reviews bills for payment; records expenditures; performs statistical analysis of operations and presents reports to the Library Board about Library activities and financial status.
- Assigns Dewey decimal numbers to new books; reviews cataloging of existing collection to maximize ease of finding items in the collection.
- Supervises the provision of library services to the community; receives requests for services and exceptions to policies; supervises library system meetings and daily operations; assists staff in providing reference and reader's advisory service; supervises operation of automated system; oversees purchases of equipment and supplies; establishes and monitors patron service standards.
- Oversees collection development for Adult Department collections; reviews current applicability of reference materials; weeds out worn and dated materials; organizes and indexes materials; selects and makes purchases.
- Instructs patrons in the use of Infosoup catalog, online resources, computers and computer programs, copier and microfilm readers; promotes patron use of these resources; maintains up-to-date knowledge of systems.
- Provides reference and reader advisory services as scheduled; uses print and electronic resources to answer questions; initiates interlibrary loan requests; assists with computer applications; assists patrons as needed.
- Assists with projects and other assignments that facilitate efficient library operations and provide patron services.
- Performs additional administrative functions in support of library operations; writes articles for newsletter/newspaper or other media; participates in budget and long range planning; takes corrective action when patrons abuse or misuse library resources; seeks grants; plans for facility changes.

- Maintains knowledge and skills in library systems, community/board relations, employee relations, emerging technologies, information services, collection development, computer equipment and library procedures.
- Provides assistance to other departments as requested.

**Other Job Functions**

- Performs related duties as assigned.

**Requirements of Work**

Graduation from an ALA accredited institution with a Master’s Degree in Library and Information Science and at least 5 - 7 years of public library experience preferred, including a minimum of 2 years in a supervisory role and public library administration; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

<b>Knowledge of</b>	<ul style="list-style-type: none"> <li>• Library services and procedures, including the circulation and security systems</li> <li>• Materials repair</li> <li>• Business English (grammar, spelling, punctuation and tone)</li> <li>• The use of standard office equipment including computers and relevant software</li> </ul>
<b>Ability to</b>	<ul style="list-style-type: none"> <li>• Communicate effectively, both orally and in writing</li> <li>• Assign and supervise the work of others</li> <li>• Establish and maintain effective working relationships with elected and appointed officials, vendors, coworkers and the general public</li> <li>• Work flexible hours, including nights and weekends</li> </ul>
<b>Skill in</b>	<ul style="list-style-type: none"> <li>• Oral and written communications</li> <li>• Public relations</li> <li>• Creative thinking and problem solving</li> </ul>

**Necessary Special Requirements**

Must obtain a Grade II Wisconsin Public Librarian’s Certificate within 12 months of hire

**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.

- Work is performed mostly indoors; hand-eye coordination is necessary to operate computers and various types of tools and equipment.
- Specific vision abilities required by this job include close vision, prolonged visual concentration and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is frequently required to climb or balance; bend, stoop, kneel, crouch, or crawl.

- The employee may be exposed to unpleasant conditions such as dim or bright lighting, dust, odors, toxic agents, electrical currents and vibrations.
- The employee must frequently lift and/or move up to 50 pounds, and occasionally in excess of 50 pounds.