**ROSEMARY GARFOOT PUBLIC LIBRARY – VILLAGE OF CROSS PLAINS**

**Position Description**

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| **Department:** Library |
| **Job Title:** *Library Director* |
| **Reports to:** Library Board **Supervises:** Up to 8 employees |

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| **Status:** At Will | **Position Type:** Full-time | **Hours:** Salaried | **FLSA:** Exempt |

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| **GENERAL DESCRIPTION** |
| This position performs professional, administrative and supervisory work in directing the programs and operations of the library and in overseeing all library services, activities, resources and staff. |

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| **ESSENTIAL FUNCTIONS** |
| The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of duties and tasks the employee will likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than those listed below, as the needs of the Library Board and/or the requirements of the position change. * Plans, organizes and administers procedures and programs governing library service.
* Prepares the annual budget and presents it to the Library Board and Village Board.
* Administers the budget approved by the Library Board.
* Directs the development and maintenance of the library’s collections. Reviews and approves acquisitions of all materials and removal of outdated, out-of-scope and damaged materials.
* Catalogs materials and prepares for processing.
* Directs the development, maintenance and repair of the library building.
* Prepares the library annual report for approval by the Library Board and submission to the Department of Public Instruction.
* Prepares reports on library activities and finances.
* Assigns desk schedules and reviews work of staff; delegates work; directs the training of staff; evaluates staff performance.
* Attends professional meetings and continuing education workshops pertinent to certification and professional development.
* Supervises the public relations program to generate public awareness of library programs and resources.
* Prepares reports, grants, etc. as requested by the Library Board, South Central Library System and Dane County Library Service.
* Serves as library representative and voting member as a requirement for membership in the South Central Library System. This includes the ILS (integrated library system) and issues associated with the Library Interchange Network (LINK).
* Assists and trains staff and patrons in the use of Internet and on-line resources.
* Assists patrons in reader’s advisory and references services.
* Proctors exams for students.
* Aids in general library duties.
* Performs other related duties as directed by the Library Board.
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| **EDUCATION AND TRAINING**The requirements listed below are representative of the knowledge, skills and abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.* Comprehensive knowledge of professional library science and administration.
* Knowledge of the use of standard office equipment, including computers and computer software.
* Skill in oral and written communications.
* Skill in public relations.
* Skill in research and use of library resources.
* Ability to plan, organize and direct a complete program of library services.
* Ability to interpret community interests and needs to effectively provide library services.
* Ability to establish and maintain working, advisory and consulting relationships with the community, organizations and other groups.
* Ability to plan and supervise the work of others.
* Ability to work effectively with the Library Board, staff and patrons.
* Ability to attend work-related meetings and conferences.
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| **EDUCATION AND TRAINING**Bachelor’s Degree from an accredited college or university. Coursework in Library Sciences, Information Technology or a related field as required by certification level. Level 2 Librarian Certification from the Department of Public Instruction and at least 7 years of experience in library services, including 3 years at a director level.  |

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| **PHYSICAL DEMANDS AND WORK ENVIRONMENT**The physical demands and work environment characteristics described below are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.* Work is mostly performed in an office setting; hand-eye coordination is necessary to operate computers and other office equipment.
* While performing the duties of this job, the employee is required to frequently stand and talk to hear; use hands and fingers to handle, feel or operate objects, equipment, tools or controls, and reach with hands and arms.
* The employee is occasionally required to walk, sit, climb, balance, stoop, kneel, crouch or crawl and smell.
* The employee must frequently lift or move up to 20 pounds, and occasionally lift and/or move up to 50 pounds.
* Hazards are considered minor and controllable but may include exposure to human error and angry/hostile humans.
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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. The Rosemary Garfoot Public Library Board retains and reserves any and all rights to change, modify, amend, add to or delete from any section of this position description. The Village of Cross Plains – Rosemary Garfoot Public Library is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the Library will provide reasonable accommodations to qualified individual with disabilities.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, acknowledge that I have received a copy of the Job Description for the position of Library Director with the Village of Cross Plains-Rosemary Garfoot Public Library and have read and understand its contents.

Dated this \_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_.

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 Employee Library Board President

Created: June 1, 1964

Amended: October 22, 1996

 June 22, 2000

 April 19, 2016