# RUTH CULVER COMMUNITY LIBRARY POSITION DESCRIPTION LIBRARY DIRECTOR

**FULL-TIME EXEMPT**

**NATURE OF WORK:** This is administrative and professional work in directing all the personnel and activities of a municipal library. W ork involves directing, planning, coordinating, and controlling all the activities and personnel of a small public library. W ork is carried out in accordance with policies established by the Ruth Culver Community Library Board and under general supervision of that board. The director is responsible to the library board. Position includes morning, evening, and weekend hours.

**DUTIES AND RESPONSIBILITIES:** Duties include responsibility for all phases of library activity, including all aspects of library management and relations with the public as well as planning and developing new library services.

# Key Responsibilities:

* 1. Plans, organizes and administers programs and procedures governing library services.
  2. Prepares budget request and administers the budget approved by the library board and the village board.
  3. Manages library personnel including hiring, scheduling, supervision, evaluation and training to include continuing education activities. Manages the library volunteer program.
  4. 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.
  5. Prepares reports and statistics required by governmental agencies.
  6. Facilitates additional funding opportunities including grants, gifts and bequests.
  7. Collaborates with the Friends of the Library to enhance and support the library.
  8. Provides friendly and efficient assistance to library visitors including circulation, reference, technology and meeting room coordination.
  9. Addresses concerns and troubleshoot problems for patrons and staff.
  10. 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.
  11. Plans for new building or enhancements to the existing facility.
  12. Coordinates building inspections, maintenance, service calls and warranty work.
  13. Attends professional meetings (such as those for the South Central Library System, Sauk County, and Village) and participates in professional development opportunities.
  14. Plans and directs a public relations program to generate public awareness of library programs and resources including print material, website and social media.
  15. Promotes cooperation and partnerships with other libraries, schools and the community.
  16. Serves as a library representative to the community.
  17. Oversees the selection and weeding of library materials for all media and age groups.
  18. Performs other duties as required.

# ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

1. Comprehensive knowledge of professional library science and administration.
2. Ability to plan and supervise the work of others.
3. Ability to establish and maintain effective, cooperative & courteous working relationships with supervisors, co- workers, and the public including community groups and organizations.
4. Ability to plan, organize and direct a complete program of library activities
5. Ability to interpret community interest and needs to provide appropriate library services.
6. Ability to understand and efficiently perform library work as directed by the Library Board.
7. Ability to maintain a friendly, helpful and professional appearance at all times.
8. Possess good spelling and typing skills, advanced knowledge of computers, technology and other library equipment.
9. Familiarity with the theory and practice of library service and the ability to acquire extensive knowledge of the local library collection, services and resources.
10. Ability to maintain accurate and complete records and prepare clear and detailed reports.
11. Ability to work independently & collaboratively, organize and prioritize work, pay attention to details, respond to varied work demands, and make decisions as required.
12. Possess a valid Wisconsin Driver’s License and have the ability to travel independently with their own vehicle.

# EXAMPLES OF EQUIPMENT USED

A. Computer, tablet, e-reader, photocopier, scanner, automation system, telephone system, audiovisual equipment, projector, step stool, book trucks and other library equipment.

# ESSENTIAL TRAINING AND EXPERIENCE

1. Master’s Degree in Library Science from an ALA-accredited university.
2. Possess or be eligible for a Grade 1 Public Library Director certification from the State of Wisconsin.

*Approved by the Library Board April 11, 2018.*