

## **Milltown Public Library**

### **Job Description: Library Director**

Under the supervision of the Milltown Library Board of Trustees, the Library Director manages the operations of the library and the development and implementation of its programs. The library serves residents of the Village of Milltown and the surrounding region. The library is committed to lifelong learning through free, non-discriminatory access to diverse information, materials, services, and programs.

#### **Duties and Responsibilities**

- Supervise all library staff and volunteers.
- Assist the Library Board with long range planning and policy development.
- Organize the acquisitions, access, storage, and control of collections
- Design and implement services and programs for users of all ages.
- Oversee the maintenance and safety of physical plant.
- Respond to citizen requests.
- Assist with projects as required.
- Other duties as assigned.

#### Administrative Services

- Serve as the Library Board's executive officer and technical advisor.
- Implement policies as established by the Library Board.
- Prepare the annual budget for Library Board approval and present it to the Village.
- Prepare the state annual report for Library Board review and approval.
- Manage funds according to established guidelines and maintain accurate records.
- Prepare monthly financial statements and submit all bills to the Board for monthly approval prior to payment.
- Prepare Library Board materials in cooperation with the Library Board President.
- Send meeting notices.
- Assist the Board in developing policies.
- Maintain communication with area libraries and the IFLS Library System.
- Recruit, hire, supervise, evaluate, and terminate (if necessary) staff in conformity with policy and state and federal law.
- Inform and advise the library board as to local, regional, state and national developments in the library field and work to maintain communication with other area libraries.
- Develops and administers the library's overall public relations plan; prepares press releases and makes presentations to community groups.
- Provides library representation at community events.

### Management of Library Resources

- Ensure that a wide variety of materials is available to users of all ages and provide reference and information services, public programming and access to electronic information.
- Direct the selection of materials based on the library's collection development policy.
- Oversee the shelving and organization of materials.
- Manage the process for removing unused materials.
- Manage the overdue and lost materials notice process.
- Maintain an accurate database of user registrations and activities.

### Service and Service Promotion

- Operate library with a philosophy of service which puts the needs of patrons first and respond to their needs in a positive, helpful, friendly and creative manner
  - Develop and oversee a variety of service programs designed to meet the needs of a diverse public.
  - Provide friendly and efficient assistance to users.
  - Conduct ongoing evaluations of existing programs, services, policies, and procedures.
  - Submit improvement recommendations for existing programs, services, policies, and procedures to the Library Board.
  - Investigate the value, costs, and logistics for adding services.
  - Prepare grant applications.
  - Maintain program records including the title, description, and number of attendees.
  - Prepare press releases.
  - Assist as needed with circulation desk duties, which includes: checking in and checking out materials; receiving and recording fees; library card registration; answering phones and assisting patrons.
- Participates in appropriate continuing education opportunities to keep current in skills.
  - Knowledge of the Americans with Disabilities Act (ADA, July 1996)

### Facilities Management

- Oversee the care and maintenance of the building and grounds.
- Review building needs and advise the Library Board of issues and/or concerns.

### **Experience & Qualifications**

- Minimum qualifications include completion of at least 54 semester credits, with a minimum of 27 credits in the liberal arts and sciences.
- Must possess or be able to obtain Grade 3 Wisconsin Public Librarian Certification.
- Must be able to maintain Certification through coursework and/or qualifying continuing education.
- A minimum of three years' progressively responsible public library experience is desired.
- Must possess a valid driver's license.
- Competent in the use of Microsoft Office products, library related apps and software, and able to learn or use other position specific software.
- Strong interpersonal skills, organization and communications skills including the ability to establish and maintain working relationships with officials, employees, and the public.
- Knowledge of public library philosophy, principles, and procedures.
- Supervise staff and volunteers and delegate responsibility.
- Establish priorities and meet deadlines.
- Work with governing boards, community groups, and elected officials.
- Comprehend technical, statistical, and financial information.
- Perform basic computer operations, manage an automated circulation system, and access external databases.
- Assume assignments and work the schedule as required by the Library Board.
- Maintain records efficiently and accurately.
- Maintain attention to detail and ability to complete tasks accurately and thoroughly.
- Carry out job responsibilities without direct supervision.

### **Tools and Equipment Used**

- Audio-visual equipment, book truck, calculator, camera, cash register, copy machine, library automation system, telephone, computer. Microsoft Office 365.

### **Confidential Data**

- This is a confidential position requiring discretion in many areas of responsibility
- Maintains secure log-ins for the daily business activities of the library

### **Essential Physical Job Requirements**

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 in an office setting.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively on the telephone and in person
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and review, evaluate, and prepare a variety of written/printed documents and text materials
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment and personal computers
- Sufficient personal mobility, flexibility, and physical reflexes, with or without reasonable accommodation, which permits the employee to add and remove files from file cabinets, attach cords to equipment and outlets, and sit for extended periods of time.
- Ability to occasionally lift and/or move up to 20 pounds

### **Working Conditions**

Work is performed in an office setting, in a library, and occasionally outdoors. The noise level varies from quiet to noisy.

### **Position Accountability**

Reports To: Milltown Library Board of Trustees

Supervision Exercised: Library staff and volunteers

The duties listed above are intended only as illustrations 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 logical assignment to the position.

The position 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.