

Position Description: Library Director

Full Time: 40-hour week

Classification: non-exempt

General Statement of Duties: Performs a variety of administrative and supervisory work in planning, organizing, and implementing the programs and services of the Barron Public library. Works with the Board of Trustees (Library Board) to establish library policy. Oversees development of the library collections in a variety of formats. Acts as a liaison with government and city administrative officials, members of the community, library board, and Friends of the Barron Public Library. Develops and administers the library's annual budget. Assists with the development and oversees the implementation of the library strategic plans, short and long term. Works under the administrative direction of the library board. Is a critical part in the planning of various programs and activities within the library.

Supervision; Extent. Directly or through subordinates this position supervises all staff, both full-time and part-time.

Essential Duties and Responsibilities listed on the next pages

The following are illustrative of the essential duties and responsibilities of the position.

ESSENTIAL DUTIES

- Developing and directing library policies, planning, and programs consistent with the directive of the Library Board.
- The overall direction, organization, and coordination of actions within the public library.
- Assessing the long-range library needs, recommending staffing levels and hiring professional staff.
- Coordinate fundraising and grant writing.
- Developing and overseeing a variety of services designed to meet the needs of a diverse public.
- Advocate and promote Barron Public Library and its services to the communities' surrounding areas.
- Operating the library under a philosophy of service which puts the needs of library users first and responding to those needs in a positive, helpful, and empathetic manner. In addition to the lending of a wide variety of materials to users of all ages, the library provides reference and information services, public programming, and access to electronic information. Library services are designed to be accessible to everyone in the community and surrounding areas including individuals with diverse types of disabilities.
- Cultivate and manage library collections in a variety of formats.
- Develop and administer a budget effectively.
- Work with the public tactfully and courteously; interact effectively with people; foster and maintain positive public relations for the library within the community.
- Supervise and motivate library staff.
- Provides and promotes orientation and continuing education for members of library staff.
- Creates staff schedules, approves, and submits the payroll to the City of Barron.
- Manages a progressive and dynamic library environment.
- Gives and directs the growth and development of the library.
- Leverages innovative technology and resources to keep the library competitive.
- Excellent leadership skills are necessary as well as oral and written communication, interpersonal, presentation and technology skills.
- Evaluates future needs for library services and resources to meet those needs.
- Continually evaluates the effectiveness of library services in relation to changing needs in the community and develops plans to meet those needs.
- Library Board Relations

- Reports to the Library Board which has the legal responsibility for governing the library and hiring the library's director.
- Organizes and plans agendas for the Library Board meetings in consultation with the Library Board President. Oversees the distribution of meeting agendas and support materials and the preparation of appropriate public notices in compliance with Wisconsin Open meeting Laws.
- When possible, attend all Library Board meetings as appropriate or as appointed or requested.
- Prepares regular monthly reports, including Barron Public Library's statistics, and otherwise generally apprises the Library Board of significant activities, events, problems, and concerns of the library.
- Brings issues facing the library to the attention of the library Board and presents options and recommendations for dealing with those issues.
- Provides and promotes orientation and continuing education for Library Board members.
- Performs other work as directed by the Library Board.
- Liaisons with Agencies, Outside Groups and Patrons
- Communicates to the IFLS Library System the needs of the library in its role as the resource library for the ten-county system and contributes to the formulation and revision of the IFLS Library System policies and budgets through the Advisory Council of Librarians.
- Serves in a leadership role as a member of the City of Barron's Department Chairs
- Serves in a leadership role on the MORE Directors Council.
- Maintains effective working relationships with the City Council and County Board officials in addition to regional and state organizations.
- In general, advocates for and promotes the library. Establishes and maintains effective working relationships with schools, agencies, civic, community, and professional groups, the public and the news media.
- Represents the Barron Public Library at official functions.
- Works to establish effective communications through news releases, email or print newsletters, blogs, social media, website, etc.
- Represents the library at events in the community, civic and other groups regarding the objectives and activities of the library.
- Handles complaints from the public when referred from another level. Monitors public perceptions of the library and its services. Addresses public criticism of the library when necessary.
- Professional Activities
- Keep current in library trends including, but not limited to, participation in professional associations. Attend other meetings, conferences, and seminars as appropriate, membership in state and national library organizations and networking with regional and state librarians.

PERIPHERAL DUTIES

1. Answers reference questions and provides readers advisory services as needed.
2. Occasionally assists library patrons at service desks.
3. Conducts tours of library facilities.

Desired Minimum Qualifications

a. Necessary knowledge, skills, and abilities.

1. Broad understanding of principles and practices of modern library systems and programs, including reference and cataloging methods, bibliographic and online sources of information, and ability to advise readers.
2. Strong oral and written communication skills, including public speaking ability.
3. Ability to establish and maintain effective working relationships, with library trustees and staff, volunteer groups, local and state officials, the general public, and community groups.
4. Ability to gain a working understanding of current and developing technologies as they relate to a public library operations and services.
5. Ability to guide and direct the growth and development of the library. Page 2
6. Ability to hire, train, supervise and discipline employees, coordinate and delegate workloads and work schedules, evaluate work performance and maintain high standards of library service.
7. Ability to interpret statistical data, analyze information, evaluate programs, and prepare clear and concise reports and recommendations.
8. Ability of understand, develop, interpret, and enforce library policies, rules, and procedures to make recommendations to the Library Board.
9. Ability to travel to meetings outside the library.
10. Ability to work under pressure and/or with frequent interruptions.

EDUCATION

Bachelor's degree and eligibility for (minimum) Grade 2 Wisconsin Library Certification required.

Physical/Mental Demands

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

Motion and strength parameters – sufficient mobility to work in a library setting and engage with office equipment. Requires the ability to sit, stand, bend, reach, kneel, squat, push, pull, transcend building levels, pick up books, lift up to 25+ pounds, move totes of books.

Vision and hearing parameters – Vision sufficient to read, including that of small print, text on computer screens, printed documents, spine labels, in varying amounts of light, and shelves that are above and below eye level. Ability to hear the telephone ring and answer calls, address patron questions and concerns, function with a wide range of noise levels.

Work environment – primarily indoors, outdoor summer programming, exposure to computer screens, extensive public contact.

Emotional demands --- ability to make quick decisions, work the public, manage complex problem solving, defuse aggressive interactions with the public, interpret library data.