

**Poynette Area Public Library  
Position Description  
Library Director**

**Full-Time Salary Position**

**General Statement of Duties:** Develops, administers, supervises and coordinates the work of the library and staff, performs managerial duties related to personnel, budget, collection development, building maintenance, and library operations and services in conformity with the policies established by the Library Board of Trustees (hereafter known as Board).

**Supervision Received**

- Receives policy direction from the Library Board, and administrative direction from the Village Administrator.

**Supervision Exercised**

Exercises direct and indirect supervision over all library staff.

**DESCRIPTION OF WORK**

**Essential Duties and Responsibilities**

**Works with the Library Board and Library Systems**

- Provides administrative support to the Board and attends all Board meetings.
- Assists in preparing agendas.
- Compiles and mails Board packets in advance of each meeting.
- Researches, compiles and distributes background materials for agenda items.
- Keeps the Board informed of issues and problems relating to the library, and presents options and recommendations for dealing with those issues.
- Assists and promotes continuing education of Board members, and orients new members.
- Prepares state annual report for review and approval by the Board.
- Participates in South Central Library System meetings, committees and training.
- Participates in Columbia County librarian meetings and activities.
- Ensures that system contracts are signed and submitted on a timely basis.

### **Manages Public Services**

- Helps develop the strategic plan and oversee a variety of services designed to meet the needs of a diverse public, including the lending of a wide variety of materials to users of all ages, reference and information services, readers advisory, user instruction, public programming, provision of public meeting spaces and access to electronic information.
- Operates the library under a philosophy of service which puts the needs of library users first, and responds to those needs in a positive, helpful and friendly manner.
- Ensures library accessibility to everyone in the community, including individuals with various types of disabilities.

### **Manages Programming**

- Plans, publicizes, implements and evaluates appropriate programming for adults
- Provides outreach services for the community including programs, community events, and the School District of Poynette.
- Works closely with the School District to share knowledge of library services and databases with students, staff, and administration.

### **Manages Collection Development & Technical Services**

- Selects or directs the selection of a collection of library materials that meets the needs of a diverse public, based on a collection development policy approved by the Board.
- Reviews collection development policy regularly to make sure it is consistent with current practice and otherwise up-to-date.
- Oversees and participates in the acquisition, processing and cataloging of library materials.
- Oversees and participates in the circulation of library materials, using a shared automation system.
- Oversees the sharing of materials with other libraries in the shared system and in the state through outerlibrary loan.

### **Manages Library Technology**

- Manages the library's website.
- Assists the Board in assessing technology needs.
- Supervises replacement of computers on a scheduled basis and other equipment as needed.
- Ensures documentation of equipment is kept up-to-date.
- Ensures electronic equipment and network connections are well-maintained.
- Stays current with library technology trends, and explores and implements new applications.

### **Manages Personnel**

- Hires, schedules, assigns, trains, supervises, evaluates, coaches and disciplines library employees.
- Enforces personnel policies established by the Board.
- Assists the Board in developing and revising job descriptions for library positions.
- Carries out tasks related to personnel in compliance with state and federal laws.
- Trains other staff members and facilitates their continuing education.
- Holds regular staff meetings and in-services.
- Acts as custodian of library employees' confidential personnel files.

### **Manages Budget and Finances**

- Assists the Board in developing an annual budget for the next fiscal year.
- Presents and justifies the annual budget to the Board and Village officials.
- Manages the library's budget so that expenditures stay within the approved budget.
- Submits general and trust fund bills to the Board for approval each month.
- Maintains accurate and up-to-date financial records.
- Explores cost-saving measures and alternative revenue sources.
- Applies for grants when feasible.

### **Develops Policies and Procedures**

- Assists the Board in developing library policies.
- Ensures that day-to-day library services and operations are carried out under policies approved by the Board and the library system, and under procedures which have been developed by the staff to implement these policies.
- Ensures that policies and procedures result in library services that are fair, consistent, in compliance with local, state and federal laws, and in the public's interest.
- Ensures that policies and procedures are kept up-to-date.

### **Plans for the Library's Future**

- Plans for improvements in library services, with the understanding that the role of the library and its services will be constantly changing and evolving.
- Assists the Board in developing a long-range or strategic plan for the library, in conjunction with the library community.
- Keeps informed of current developments in the library field by attending workshops, professional meetings, and reading current literature.

### **Advocates and Promotes the Library**

- Stays informed about, and involved in, the local community.

- Coordinates effective advocacy and public relations activities with library staff, the Board, the Friends of the Library, and library users.
- Assists with fundraising activities.

### **Manages the Library's Facility**

- Oversees the care and maintenance of the library facility and grounds.
- Coordinates maintenance activities with library staff, other Village departments and outside contractors.
- Determines problems and needs related to the library facility and grounds, and brings these to the attention of the Board and the Village.
- Assesses space needs.
- Ensures that ADA requirements for the library space are being met.

### **Equipment Used**

Personal computer with various software and internet applications, color and inkjet printers, calculator, telephone, copy machine, fax machine, scanner, projector, and audio-visual equipment.

### **Work Environment and Working Conditions**

Works in normal office setting with moderate noise levels. Environment is a busy public library whose patrons represent a socially, culturally and economically diverse community. Blood borne pathogen risk is considered low. Position may require working some evenings and weekends.

## **TECHNICAL REQUIREMENTS**

### **Knowledge of**

- Library science theories, principles and objectives, including intellectual freedom, copyrights, patron confidentiality, censorship and other library ethical issues.
- Wisconsin laws regarding public libraries and open meetings.
- Library system and county requirements.
- Collection management and development procedures, including selection, acquisitions and weeding.
- Cataloging and classification.
- Effective management principles and techniques.

- Staff training techniques.
- Current library trends and developments.
- Current technology as it applies to public libraries.
- Internet searching and current library print and online reference sources.
- Word processing, spreadsheets, online files, email and social networking.
- Online automation systems, preferably the library's current system.
- Public relations procedures and customer service techniques.
- Nonprofit fundraising activities.
- Library budgeting and accounting processes.
- Public library programming for children, teens and adults.

### **Ability to**

- Organize people, processes and tools in a public library setting.
- Supervise and evaluate the work of employees in diversified library activities.
- Establish and maintain effective and harmonious working relationships with employees, other agencies and organizations, and the general public.
- Solve problems and maintain composure in stressful work situations.
- Motivate and inspire employees.
- Communicate effectively, verbally and in writing, with individuals and large and small groups.
- Develop and carry out programs and services.
- Compile statistics and reports.
- Articulate visions and implement plans.
- Evaluate and facilitate frequent changes in services, policies, workflow, building and technology.
- Move the library forward within the constraints of available resources.
- Be innovative yet practical, and use good judgment.
- Assess and respond to community needs and interests.
- Present a positive image of the library to all stakeholders.
- Perform duties of all library positions including Library Assistant 1, Head of Circulation, and Program Coordinator.

### **GENERAL COMPETENCIES**

While performing the duties of this job, the employee is required to accomplish all of the tasks routinely associated with the performance of administrative support functions. In addition, the employee must be able to satisfy the following competency requirements.

- **ANALYTICAL SKILLS:** Identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
- **COMMUNICATION SKILLS:** Communicate ideas and information effectively in both written and oral form.

- **PROBLEM-SOLVING SKILLS:** Develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; refer problems to the Library Board when necessary.
- **PLANNING AND ORGANIZATIONAL SKILLS:** Establish systematic methods of accomplishing goals.
- **READING ABILITY:** Effectively read and understand information contained in memoranda, reports, technical manuals, bulletins, and financial documents.
- **ABILITY TO COMPREHEND AND FOLLOW INSTRUCTIONS:** Effectively follow verbal and written instructions from the Library Board.
- **MATHEMATICAL ABILITY:** Calculate basic arithmetic problems (addition, subtraction, multiplication, division) without aid of a calculator.
- **BOOKKEEPING SKILLS:** Knowledge of, and the ability to perform, basic bookkeeping functions.
- **TECHNICAL COMPREHENSION:** Ability to learn, adopt, and apply new technology, computer systems and software programs.
- **TIME MANAGEMENT SKILLS:** Set priorities in order to meet assignment deadlines.

### **DESIRED QUALIFICATIONS**

- College Degree.
- Library experience is preferred.
- Experience in public services and with the public.

### **CERTIFICATION AND LICENSING REQUIREMENTS**

- Current Wisconsin Grade 3 Certification or eligibility is required.
- Valid Wisconsin driver's license or evidence of equivalent mobility is required.

## NOTES

1. The job duties listed herein are intended only as illustrations of the 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 a logical assignment to the position.
2. The work environment characteristics and physical demands described herein are representative of those that the employee encounters or must meet while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
3. 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.
4. A criminal background check is required.

I hereby acknowledge that I have received a copy of and do understand the requirements of this position description.

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Employee Signature