

## Slinger Community Library

**Position Title: Library Director**  
**Position Status: 40 hours, Salary, Benefited**  
**Department: Slinger Community Library**  
**Appointing Authority: Library Board of Trustees**  
**Supervisor: Library Board of Trustees**

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### **GENERAL FUNCTION**

Under the supervision of the Library Board of Trustees, administers the library with responsibility and authority for organizing and managing the library operations and for planning, budgeting, directing, and coordinating its program of service to the community.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### **1. Staff Leadership**

- Acts as the Library's Board's executive officer
- Acts as the Library's representative to the Friends of the Slinger Library group
- Implements board-approved capital improvement projects
- Recruits, selects, hires, supervises, evaluates and recommends termination of library staff. Oversees staff training. Recommends improvements in staffing, organization, salaries, and benefits to the library board
- Plans and conducts regular Leadership Team meetings and quarterly ALL Staff meetings
- Directs the maintenance of the library building and grounds
- Informs and advises the library board as to local, regional, state, and national developments in the library field and works to maintain communication with other area libraries
- Serves as chief consultant to the library board in regard to technical matters and library choices, conducts ongoing evaluation of existing library programs, services, policies and procedures and submits written recommendation for improvement to the library board
- Develops and administers the library's overall public relations plan; prepares press releases and makes presentations to community groups, Slinger Village Board, Washington County Library Services Board, and Washington County Board of Supervisors
- Plans, prepares, and implements all programs for adults to include outreach to community organizations, assisting living facilities, and housing authority
- Represents the library at schools, with community organizations at their events, and with local and state organizations

#### **2. Materials Management**

- Researches, negotiates and oversees the implementation of contracts in accordance with procedures established by the library board
- Prepares library board meeting agendas, minutes, and necessary reports in cooperation with the Library Board President and notifies the library board members of scheduled meetings
- Oversees the library's ongoing collection development plan and supervises the selection, purchase and withdrawal of library materials in accordance with that plan
- Inventories the collection every two years
- Acts as the library's Facebook and Website Administrator
- Responsible for all technology in the library including hardware, software, peripherals and troubleshooting on said equipment
- Prepares annually state, county, and/or local reports
- Responsible for the creation, preparation, and distribution of informational newsletters and flyers

#### **3. Financial Management**

- Develops the annual library budget proposal for review by the library board and participates in its presentation to the Village Board. Expends funds within established guidelines
- Works with Village of Slinger Treasurer in the preparation of accounts payable information; provides library board with a voucher list to be approved monthly and paid twice a month
- Creates spreadsheets and develops for yearly purchases of all materials, utilities, and maintenance contracts
- During the course of the fiscal year, evaluates the revenues and expenditures of the library to ensure compliance with budget authority

#### **4. Patron Service**

- Creates and emphasizes a positive, welcoming and helpful environment for library users and maintain a level of excellent patron service.
- Handles patron issues/complaints/problems cordially and effectively and transfer or refer to correct source as needed. Remain calm under pressure
- Performs circulation desk procedures and provides patrons with general information on library services, assist patrons with reference questions and basic reader's advisory assistance in person, over the phone or via email
- Maintains confidentiality of library patron information.
- Works a regular schedule at the circulation desk, shelves books and shelf reads materials

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### 5. Policies & Procedures

- Implements the policies and goals of the library as established by the Library Board
- Maintains ongoing understanding of Polaris, Monarch Library System best practices, and serves as point person for all Polaris or Monarch related procedures and informs staff members of changes or updates
- Plans, recommends, and implements library policies and procedures for the library staff

### 6. Teamwork

- Cultivates and maintains positive working relationships with other library staff members, village staff members, Library Board members, Slinger Police Department, elected officials and local agencies
- Maintains a professional demeanor along with excellent communication skills that contribute to the overall well-being of the workplace
- Meets monthly with Village of Slinger Department Heads
- Plans Library Leadership Team meetings, typically held twice a month
- Serves as a member of the library's response team for outside hours emergencies
- Plans quarterly ALL Staff meetings

### 7. Professional Leadership

- Maintains a commitment to continuous learning to grow professionally and improve skills through conferences, seminars, and local training sessions
- Reads professional literature and remain current with trends in library service, programming, and collection development in application to Slinger Community Library
- Be an active member in the Monarch Library System by attending meetings at the system level and county level
- Participates in regional, state, and national organizations related to job position

### 8. Misc

- Completes other duties as assigned by Library Board of Trustees
- Completes other duties as assigned by Village of Slinger Administration

## REQUIRED MINIMUM QUALIFICATIONS

### 1. Education and Experience

- Eligible for Grade II Public Librarian Certificate as outlined in the WIS Admin Code Ch PI 6 Public Libraries
- Bachelor's Degree and 12 semester credits in the following areas: Basic public library administration, advanced public library administration, organization and management of collections, and public and community services
- Bachelor's Degree with a minor in Library Science and an advanced public library administration course

### 2) Knowledge/Skills/Abilities

- Ability to establish and maintain effective working relationships with library board members, staff, volunteers, local and state officials, community groups and the general public.
- Ability to foster and maintain positive public relations for the library within the community
- Ability to gain a working understanding of current and developing technologies as they relate to public library operations and services
- Ability to hire, train, supervise and discipline employees
- Ability to coordinate and delegate workload and work schedules
- Ability to maintain a high standard of library service
- Ability to understand, develop, interpret and enforce library policies, rules and procedures and to make recommendations to the library board
- Ability to effectively communicate ideas and information both in written and verbal form
- Ability to effectively evaluate or make independent decisions based upon experience, knowledge, and training
- Ability to develop long-range plans to solve complex problems or take advantage of opportunities; establish systematic methods of accomplishing goals
- Ability to develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring
- Broad understanding of modern library techniques, methods and procedures as they apply to public library administration with demonstrated advanced administrative ability and knowledge of local government and library law
- Willingness to maintain skills in above-mentioned areas through active participation in appropriate continuing education activities

## ADDITIONAL DESIRED SKILLS

- Enthusiastic and service-oriented attitude with the ability to establish and maintain effective relationships with staff and the public in order to achieve the goals and objectives of the library.
- Knowledge of Monarch Library System and shared automation systems.
- Experience with Polaris ILS.

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### **SUPERVISION RECEIVED AND PROVIDED**

--Works under the supervision of the Library Board of Trustees

### **TOOLS AND EQUIPMENT USED**

--Including but not limited too: automated shared resource system (Monarch), Polaris ILS, book truck, networked personal computer, MS Office and other job-related software, printers, copy machine, scanner, fax machine, paper cutter, laminator, telephone, calculator, and patron devices.

### **PHYSICAL DEMANDS**

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

--keyboarding, writing, filing, sorting, shelving, and processing; picking up and shelving  
 --lifting and carrying: 50 pounds or less. Pushing and pulling: objects weighing 300-400 pounds on wheels  
 --sitting, standing, walking, kneeling, bending/twisting, reaching and crouching

### **JOB HOURS**

--40 hours per week  
 -- Willingness and ability to work a flexible schedule that includes days, evenings and weekends to meet service level. May need to cover absences for staff members.

### **WORK ENVIRONMENT**

--Work is performed primarily in a library environment, inside and outside. The noise level in the work environment is usually quiet to moderately noisy

--The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed primarily in a library environment.

**The duties listed 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 a logical assignment to the position.**

**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.**

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Library Board of Trustee President: \_\_\_\_\_

Date: \_\_\_\_\_