

Library Director Job Description

Administrative Duties

- Plans, directs, and supervises the functions of the library
- Manages library staff through recruitment, hiring, and termination if necessary; trains and supervises library personnel and volunteers; assigns, schedules, and evaluates work of library staff; hold regular meetings with the library staff
- Establishes onsite office hours accessible to the library staff and general public within operating hours of the library
- Computes and submits payroll timesheets to Oostburg Village Clerk; director timesheet approved by designated Library Board member
- Maintains the library collection through ordering materials and evaluation of gift materials; oversees the development of the collection; directs cataloging and processing procedures; coordinates inventory and weeding of the collection
- Oversees the care and maintenance of interior library building and equipment; coordinates with Village Board for exterior building and equipment
- Administers the library through preparation of an accurate and up-to-date budget and maintains it throughout the year including control of all purchasing and record keeping
- Writes and updates policies and procedures when necessary with approval of Library Board

- Plans, implements, and updates all new technologies
- Prepares Annual Report required by the State of Wisconsin
- Compiles monthly circulation reports and other reports required by the Monarch Library System and the State of Wisconsin
- Reads professional journals, etc., to keep informed about issues and trends and to help select library materials
- Attends continuing education opportunities and enrolls in library courses to keep abreast of library information and also to maintain Library Director certification
- Attends required system and board meetings; posts Library Board meeting agenda the required 3 days ahead in 3 public locations

Public Relations

- Prepares and coordinates quarterly newsletter to distribute to the community, schools, village board, and library board
- Runs classified ads in the Lakeshore Weekly to promote special events, library impact, library programming, etc.
- Oversees library presence on social media
- Creates and distributes flyers for events, library informational items, etc.
- Collaborates with local municipalities such as area schools, the Village of Oostburg, etc. to enhance usage and the presence of the library in the community
- Designs, coordinates, implements, and participates in various children, teen, and adult library programming

Skills and Abilities

- Knowledge of library procedures and Integrated Library System (ILS), such as Polaris
- Ability to operate library equipment properly including but not limited to library automation software, online databases, patron computer stations, etc.
- Considerable knowledge of books and authors from different genres with a desire to share books with others
- Interpersonal and communication skills of a leader

Qualifications

- College degree is required. College level coursework in related fields is helpful. Familiarity with budget and account management preferred. Must hold or be willing to acquire appropriate library certification. Maintain Grade II Wisconsin Public Library certification or higher.
- Ability to establish and maintain effective relationships with all stakeholders in the library.
- Ability to meet the physical demands of the position, including but not limited to sitting, standing, bending, carrying, and lifting.
- Experience as a manager or head of a department for at least 2 years is preferred.