

**Job Description (Approved January 2012)**  
**Director (Part-Time/25 hours per week)**

**NATURE OF WORK:** This is administrative and professional work in directing all the personnel and activities of a municipal library. Work involves directing, planning, coordinating, and controlling all the activities and personnel of a small public library. Work is carried out in accordance with policies established by the Dresser Library Board and under general supervision of that board. The director is responsible to the library board. Position includes morning, evening, and weekend hours.

**DUTIES AND RESPONSIBILITY:** Duties include responsibility for all phases of library activity, including all aspects of library management and relations with the public as well as planning and developing new library services.

**I. Administers the Library**

- A. Plans, organizes and administers programs and procedures governing library services.
- B. Prepares budget request and administers the budget approved by the library board and the village board.
- C. Attends all library board meetings and acts as a technical advisor to the library board, especially in the formulation of policies, budget documents, long range plans and goals, and implements these policies.
- D. Prepares proposals, administers grants, and submits evaluations of projects for funding.
- E. Prepares reports and statistics required by governmental agencies.

**II. Manages the library staff**

- A. Recruits and hires library staff with library board approval
- B. Trains, supervises, and evaluates library personnel
- C. Encourages and provides for staff continuing education activities including staff meetings

**III. Maintains the library collection**

- A. Reviews and selects all library materials; is responsible for the development of the library collection
- B. Catalogs and prepares materials for processing
- C. Keeps the collection current with periodic weeding

**IV. Performs other duties**

- A. Plans and directs a public relations program to generate public awareness of library programs and resources
- B. Promotes interlibrary cooperation between the public library and the schools
- C. Attends professional meetings and continuing education programs to keep abreast of current trends and new professional techniques
- D. Assists patrons with reader's advisory and reference
- E. Acts as spokesperson for the library in the community
- F. Plans for new building or alterations in the existing facility
- G. Performs other duties as required

**V. Physical Demands of the Position**

- A. Ability to work in confined spaces.
- B. Bending/twisting and reaching.
- C. Far vision at 20 feet or further; near vision at 20 inches or less
- D. Fingering: keyboarding, writing, filing, sorting, shelving and processing.
- E. Handling: processing, picking up and shelving books.
- F. Lifting and carrying: 50 pounds or less.
- G. Pushing and pulling: objects weighing 300-400 pounds on wheels.
- H. Sitting, standing, walking, climbing, stooping, kneeling and crouching.
- I. Talking and hearing; use of the telephone.

## **VI. Mental Requirements**

- A. Ability to apply technical knowledge.
- B. Ability to deal with abstract and concrete variables.
- C. Ability to interpret technical regulations and instructions.
- D. Analytical Skills: identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information, resources available when making decisions.
- E. Communication Skills: effectively communicate ideas and information both in written and verbal form.
- F. Creative Decision-making: effectively evaluate or make independent decisions based upon experience, knowledge or training.
- G. Mathematical Ability: calculate basic arithmetic problems (addition, subtraction, multiplication, division) without the aid of the calculator.
- H. Planning and Organizational Skills: develop long-range plans to solve complex problems or take advantage of opportunities; establish systematic methods of accomplishing goals.
- I. Problem-solving Skills: develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; and refer problems to the library director when necessary.
- J. Reading Ability: effectively read and understand information contained in memoranda, reports and bulletins, etc.
- K. Time Management: set priorities in order to meet assignment deadlines.

## **ENVIRONMENTAL/WORKING CONDITIONS**

Flexible works; frequent evening and weekend hours; inside work environment

## **ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of library services and administration. Ability to plan, organize and direct a complete program of library activities. Ability to interpret community interest and needs and to provide appropriate library services. Ability to establish and maintain working, advisory and consulting relationships with clubs, community and other groups. Ability to plan and supervise the work of others. Ability to maintain accurate and complete records and prepare clear and detailed reports. Basic knowledge of computers and their use in libraries.

## **ESSENTIAL TRAINING AND EXPERIENCE**

- A. 54 Semester credits required with a Bachelor's Degree preferred.
- B. Eligibility for Grade III Wisconsin Librarian certification.
- C. Three years of progressively responsible public library experience preferred.