



**City of Park Falls
Position Description for**

Library Director

GENERAL NATURE OF POSITION

The Library Director administers the overall program of library service in accordance with policies established by the Library Board guided by the following statutes: ***WI Stat 43.58(4)*** Notwithstanding ss. 59.17 (2) (b) and 59.18 (2) (b), which states the library board shall supervise the administration of the public library and shall appoint a librarian, who shall appoint such other assistants and employees as the library board deems necessary, and prescribe their duties and compensation, and ***WI Stat 43.09(1)*** Public librarians-The division shall issue certificates to public librarians and promulgate, under ch. 227, necessary standards for public librarians. The qualifications for public librarians shall be based on education, professional training and experience. The Library Director reports directly to the Park Falls Public Library Board of Trustees. This is an exempt position.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Implements the policies and goals of the Park Falls Public Library as established by the Library Board.

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- Conducts overall supervision of Library operations, relating objectives to community needs.
- Develops the annual budget proposal for review by the Library Board, and participates in presentation and explanation of the same to City officials.
- Prepares Library Board meeting agendas and necessary reports in cooperation with the Board president. Acts as executive officer for the Library Board.
- Responsible for expenditure of library funds within established guidelines, and reports expenditures and correct financial records to the Library Board.
- Submits expenditure vouchers to the Park Falls City Treasurer. Disburses payments and maintains expenditure records consistent with the Administration Office.
- Supervises handling of cash and maintains a clear record of all library cash receipts.
- Serves as chief consultant to the Library Board in regard to technical matters and library policies. Conducts ongoing evaluation of existing library programs, services, policies and procedure, submitting recommendations for improvements to Library Board.
- Prepares the library's Annual Report for the Wisconsin Department of Public Instruction, division for Libraries and Community Learning.
- Prepares agendas and provides financial reports and other statistics to the Board, as required.
- Prepares an Annual Report of Trust Activity as a supplement to the Library Annual Report to the state.
- Prepares and submits bills to appropriate county governments for reimbursement, as per statute, for Park Falls circulation to their residents.
- Informs and advises the Library Board as to local, regional, state, and national developments in the library fields.
- Oversees the Library's collection development plan, and supervises the selection, purchase, and withdrawal of library materials in accordance with that plan.
- Implements any Library Board-approved capital improvement program.
- Recruits, selects, hires, supervises, evaluates, and terminates library staff, under supervision and consent of the Library Board.
- Oversees staff training, recommends improvements in staffing organization, salaries, and benefits to Library Board.
- Plans and conducts regular staff meetings and departmental meetings.
- Develops and administers the Library's overall public relations plan, prepares press releases, and makes presentations to community groups.

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- Schedules special events and programs.
- Maintains a basic understanding of all library operations.
- Supervises maintenance of Library building and grounds, recommends needed repairs or upgrading. Maintains communications with other area libraries.
- Drafts policy and procedure for the efficient operation of the library.
- Serves as Administrator of the Price County Library Service and acts as Price County representative to Inspiring and Facilitating Library Success System Advisory Council of Librarians. Represents the Library on other community board and committees as needed.
- Acts as liaison with the Friends of the Library group.
- Contributes to the library newsletter, Facebook page, website, and writes other press releases and reports as required.
- Serves on the MORE Automation System Director's Council, and participates in MORE committee work.
- Performs other duties as required by the Library Board.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND TRAINING

Eligibility for, and maintaining, a Grade 3 Wisconsin Librarian Certificate from the Wisconsin Department of Public Instruction is required. Four years minimum of progressively more responsible public library experience, preferred. Grade 1 or 2 Wisconsin Library Certificate preferred. Master's Degree in Library Science from an ALA accredited institution is preferred but not required.

ESSENTIAL KNOWLEDGE AND PERFORMANCE ABILITIES

- Broad understanding of modern library techniques, methods, and procedures as they apply to public library administration.
- Ability to hire, train, supervise, and discipline employees, coordinate and delegate workloads and work schedules, evaluate work performance of employees, and maintain high standards of library services.

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- Ability to establish and maintain effective working relationships with a variety of individuals and personalities, including: library trustees and staff, Friends of the Library, government officials, the general public, and community groups.
- Ability to interpret statistical data, analyze information, evaluate programs, and to prepare clear and concise reports and recommendations.
- Ability to understand, develop, interpret, and enforce library policies, rules and procedures, and to make recommendations for their improvement to the Library Board.
- Ability to guide and direct the growth and development of the Library in accordance with its basic goals.
- Ability to gain and maintain a working knowledge of current and developing technologies in public library operations and services.
- Ability to foster and maintain positive public relations.
- Ability to manage library automated circulation/catalog system (Innovative Interfaces Sierra); and other related library technology.
- Ability to multi-task and work on many different projects at the same time.

RESIDENCY

Residency within the City is encouraged.

ESSENTIAL PHYSICAL DEMANDS OF THE JOB:

Sitting, standing, walking, climbing, stooping, bending/twisting, and reaching. Speaking and hearing; use of telephone. Far vision at 20 feet or further; near vision at 20 inches or less with or without corrective lenses. Lifting/carrying 50 pounds or less. Handling, processing, writing, shelving books. Keyboarding, writing, filing, sorting, shelving, processing. Pushing/pulling objects on wheels weighing 60-80 pounds. Ability to travel to meetings outside Library.

ESSENTIAL MENTAL DEMANDS ON THE JOB:

- Analytical skills: Identify problems and opportunities; review alternative courses of action before selecting one; utilize information and resources effectively when making decisions.
- Problem-solving skills: Develop realistic solutions to problems; ability to anticipate problems and develop preventive measures; ability to refer appropriate questions to the Library Board.
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- Planning and organizational skills: Develop long-range plans to solve complex problems or take advantage of opportunities; establish systematic methods of accomplishing established goals.
- Communication skills: Effectively communicate ideas and information in both written oral form; ability to create effective reports and presentations.
- Reading ability: Effectively read and understand information contained in memoranda, reports, and bulletins. Creative decision-making: To evaluate and make independent decisions based upon experience, knowledge, and training, without direct supervision.
- Mathematical ability: Calculate basic arithmetic problems without the aid of a calculator. Make change.
- Time management: Set priorities in order to meet deadlines and complete tasks in a timely manner.
- Ability to work flexible hours: Evening or weekend hours as required.

ESSENTIAL ENVIRONMENTAL DEMANDS ON THE JOB:

- Work is generally performed in an indoor, climate-controlled, non-hazardous environment.

The City of Park Falls is an Equal Opportunity Employer

I have read and acknowledge receipt of the above job description:

Name _____ Title _____

Date _____

Approved By Library Board 080725