

Village of Menomonee Falls

Position Description

Title: **Library Director**

Department: Library

Reports to: Library Board of Trustees

Salary Grade: 20-22

PRIMARY FUNCTION

Plan and administer a program of library services; submit recommendations on library policies and services to the Library's Board of Trustees; implement policy decisions; assist the Board with long-range planning and managing of all library resources, including human resources

MAJOR DUTIES AND RESPONSIBILITIES

Administrative:

- Serve as the Library's executive officer
- Serve as the technical advisor to the Board
- Implement the policies of the library as established by the Board
- With assistance from key staff, prepare the annual budget draft to achieve objectives as identified with the board. Supply facts & figures to aid in interpreting the library's financial needs. Present the budget draft to the Personnel and Budget Committee, and the Library Board as a whole.
- Attend budget meetings and hearings as a resource person to explain financial and administrative details to local officials.
- Analyze and coordinate departmental budget estimates and control expenditures to administer the approved budget
- Participate in preparation of Library Board agendas and necessary reports in cooperation with the Library Board president
- Inform and advise the Library Board as to local, regional, state, and national developments in the library field
- Develop short term and long range goals and plans for services and programs in keeping with the library's mission statement and operating policies. Study and plan development of library services to meet present and future community goals.
- Oversee the public relations and fund development activities.
- Research, negotiate and oversee the implementation of contracts in accordance

with procedures established by the Library Board and the Village of Menomonee Falls.

Human Resources:

- Recruit, select, appoint, supervise, evaluate, promote, and terminate, if necessary, library staff in conformity with library policy, state and federal law, and with the Village's Human Resource Department
- Coordinate activities of library departments. Make recommendations on organizational structure to the Board. Identify tasks & workloads & establish workflow patterns
- Work for needed improvements in working conditions, salaries & fringe benefits. Utilize skills of staff members
- Provide in-service training for staff.
- Administer personnel regulations
- Plan and conduct staff and supervisor meetings

Collection Management:

- Participate in selection of materials based on the library's approved collection development policy
- Oversee appropriate disposal of all library property
- Periodically review the collection development policy and make recommendations to the Library Board for revision

Service and Service Promotion:

- Oversee development and execution of service programs to address the various needs of users and to make the library more accessible to all
- Serve as primary spokesman for the library with local media and organizations
- Publicize library activities and represent the library in the community
- Advocate library issues at local, county, and state government levels
- Assist and guide local volunteer groups who wish to help with library promotion, fundraising, and enhancement of services
- Collaborate with staff on preparing grant applications when grant opportunities are offered, in order to supplement local funding of library operations and development
- Work with the Bridges Library System in system planning, budgeting, and improvement of county-wide services and cooperation with area libraries
- Conduct ongoing evaluations of existing library programs, services, policies, and procedures, and submit recommendations for improvements to the Library Board
- Continually investigate the value, costs, and logistics of adding library services, new media, and new technologies in order to keep the library current and proactive in its service provision to the public
- Provide friendly and efficient direct assistance to users seeking materials or information on specific topics (reference)
- Work a regular shift at a public reference desk

Facilities Management:

- Work with Village Building Maintenance Supervisor to oversee the care and maintenance of the library building and grounds
 - Regularly review building needs and advise the Board in its planning for future expansion or development
 - Provide analysis & recommendations on capital improvement needs. Implement capital improvement plans
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POSITION REQUIREMENTS

- Master of Library Science degree from an American Library Association accredited college; a minimum of two years as a director or assistant director or five years experience in another administrative capacity in a library
- Eligible for a grade 1 Wisconsin Library Certificate
- Ability to articulate the library's vision in a manner that inspires support, as well as, the ability to explain complex matters that are understandable to the public
- Knowledge of public library philosophy, principles, and procedures and state statutes pertaining to libraries
- Ability to supervise staff and volunteers and to delegate responsibility in an effective manner
- Experience in budget preparation
- Basic computer skills, preferably MS Word and/or Excel.
- Knowledge of computerized integrated library systems.
- Excellent interpersonal skills
- Well-developed communication skills, both written and oral
- Ability to work hours and assignments as required by the Library Board, including night meetings, and night and Saturday reference desk shifts
- Position reports to the Library Board which will formally evaluate work performance periodically and provide feedback on an on-going basis

Physical requirements including sitting for up to several hours at a time at a desk and ability to move freely about the library; bending; lifting books/materials from 5-20 pounds; pushing and pulling loaded book trucks from one area to another; answering the phone; using computers and other standard office machines.

This description has been prepared to assist in evaluating various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty required of positions given this classification. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the Village of Menomonee Falls. The Village

retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this document as it deems, in its judgment, to be proper.

Approved by Library Board 1/13/2016
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