



**DODGEVILLE PUBLIC LIBRARY
DRAFT LIBRARY DIRECTOR
POSITION DESCRIPTION**

This position 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 position change. 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.

GENERAL PURPOSE: Under the direct supervision of the Library Board of Trustees, the library director is responsible for the operations of the library and the development and implementation of its mission and services.

LINES OF SUPERVISION: This position is supervised by the Library Board of Trustees. This position is responsible for the recruitment, hiring, supervision, evaluation, and termination (if necessary) of all library staff in conformity with library policy and state and federal laws.

POSITION CLASSIFICATION: Exempt (salaried)

ESSENTIAL DUTIES AND RESPONSIBILITIES: The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duty does not exclude them from the position if the work is similar, related, or a logical assignment for the position.

A. Working with the Library Board

1. Provide administrative support to the Board.
2. Assist the Board President in preparing agendas for monthly and special meetings.
3. Post agendas as necessary by law.
4. Compile and distribute background materials for item agendas in advance of meetings.
5. Assist with and encourage continuing education of Board members.
6. Keep the Board informed of new programs and services to be considered.
7. Provide orientation to new board members.
8. Develop a draft version of the annual budget to be reviewed and approved by the Board.
9. Present the approved annual draft budget to the City for their review/approval.
10. Keep the Board informed of the budget approval process and any issues that may arise.
11. Assist the Board in developing and updating policies. Act as a technical advisor.
12. Bring issues facing the library to the Board with potential recommendations or solutions for solving them.
13. Conduct ongoing evaluation of existing programs, services, policies, and procedures and submit recommendations for improvement to the Board.
14. Inform the Board of any changes on the system level that may affect operations of the library or infringe on the Board's right to local control.
15. Seek approval from the Board prior to any votes on the system level that influence the library's budget.
16. Ability to understand and interpret Chapter 43 of Wisconsin State Statutes.

B. Public Service Activities

1. Operate library with philosophy of service which puts the needs of patrons first. Respond to patron needs in a positive, helpful, friendly, and creative manner.
2. Develop and oversee a variety of service programs designed to meet the needs of a diverse public.
3. Ensure a wide variety of materials is available to patrons of all ages and provide reference and information services, public programming, and access to electronic information.

4. Ensure that all library services are designed to be accessible to everyone in the community, including those with disabilities.
5. Maintain records showing all programs offered and the number of attendees at each program.
6. Investigate value, cost, and logistics of adding new services, media, and technologies
7. Assist patrons in reader's advisory and reference services and train other staff to offer same services.
8. Participate in circulation services, including checking items in and out, receiving and recording fees, assisting patrons with library card applications, answering phones, and assisting patrons with technology as priorities allow.

C. Collection Management

1. Select or direct selection of materials based upon a collection management policy which has been approved by the Board.
2. Review the collection management policy regularly to ensure it is consistent and up-to-date.
3. Oversee the acquisition, cataloging, and processing of new materials.
4. Oversee the circulation of materials with other libraries in the system and in the state through interlibrary loan.
5. Oversee maintenance of the library's item records within the shared integrated library system offered through the Southwest Wisconsin Library System.
6. Maintain a regular weeding schedule.
7. Oversee shelving and organization of materials.
8. Requisition supplies and select materials for purchase.
9. Report circulation and usage statistics to the Board monthly.
10. Report circulation and usage statistics to the Wisconsin Department of Public Instruction annually.

D. Staff Supervision

1. Hire employees and enforce personnel policies.
2. Evaluate all employees annually, keeping a record in each employee's personnel file.
3. Discipline employees as necessary, keeping any records in each employee's personnel file.
4. Conduct staff meetings as needed.
5. Work with existing staff to develop a training schedule for all new hires.
6. Facilitate continuing education opportunities for all staff.
7. Recommend improvements in staffing, organization, position descriptions, and wages to the Board.
8. Maintain a safe working environment for all staff.
9. Maintain open communication with staff; facilitate meetings between staff as needed.
10. Maintain confidential personnel records.
11. Monitor, approve, and submit payroll hours biweekly to the City.
12. Maintain a positive work environment.

E. Develop Budget, Maintain Finances, and Maintain Records

1. Develop first draft of the annual budget and present it to the Board for approval with respect to the City's budget timeframe.
2. Present the Board-approved budget to the City.
3. Negotiate any potential decreases to the budget with City representatives while keeping the Board informed of progress or concerns.
4. Submit bills to the City Clerk's Office for payment on a biweekly basis. Ensure Board Finance Committee has reviewed and approve all expenses prior to payment being sent.
5. Manage and expend funds within established guidelines and accurately maintain financial records.
6. Provide monthly financial reports to the Board.
7. Account for donations and memorials; thank donors on behalf of the Library.
8. Report financial information annually to the Wisconsin Department of Public Instruction.
9. Prepare grant applications and administer those awarded.

10. Work with Southwest Wisconsin Library System staff to ensure annual circulation reimbursement from Iowa and neighboring counties.
11. Work with City staff to prepare and submit other necessary paperwork.

F. Develop and Review Policies and Procedures

1. Ensure policies and their implementation are provided in a consistent and fair manner.
2. Develop new policies or update current policies as needed and present suggested changes to the Board for approval.
3. Develop procedures based on Board-approved policies.
4. Enforce library rules to protect library property and maintain patron and staff safety.

G. Plan for the Future

1. Work with the Board to implement and evaluate the current Strategic Plan.
2. With appropriate input from the Board and community stakeholders, draft future strategic plans as needed.
3. Be familiar with and regularly evaluate the library's progress towards the Wisconsin Public Library Standards, issued by the Wisconsin Department of Public Instruction's Division for Libraries and Technology.
4. Research and obtain new technology and equipment to best serve staff and patrons.
5. Anticipate funding needed to achieve strategic goals.

H. Advocate for and Promote the Library

1. Plan and direct a public relations program promoting special events and new services at the library.
2. Assist and guide volunteer groups (e.g., Friends of the Library, Foundation) wishing to help with promotion, programming, fundraising, etc.
3. Represent the library at the system level and actively participate in professional library organizations.
4. Report library activities to City Council on a regular basis.
5. Promote interlibrary cooperation between the library and Dodgeville School District
6. Make presentations on library services to local civic groups, as requested.
7. With Board approval, represent the library on community Boards and committees.

I. Manage the Library Facility

1. Oversee the care and maintenance of the library facility and grounds.
2. Keep the facility clean and clutter free
3. Manage contracts with third party service providers (copier contracts, security monitoring, etc.)
4. Ensure the building and grounds are safe for patrons and staff at all times.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

A. Educational Requirements and Experience

1. A bachelor's degree from a college or university is required. A master's degree from an ALA-credentialed Library program is desired.
2. Grade 2 Wisconsin Public Library Certification, or higher (or the ability to obtain).
3. Maintain required certification through necessary coursework and/or qualifying continuing education.
4. Three years of progressively more responsible public library experience, or five years of experience in a service institution with comparable demands and responsibilities (i.e., staff supervision, working directly with the public, working with government boards or bodies)
5. Proficiency in use of automated databases, word processing functions, the Internet, and devices that can access the Internet.
6. Strong written and oral communication skills.
7. Current driver's license and reliable transportation.

B. Skills and Abilities

1. Ability to direct the work of others.
2. Ability to effectively present information and respond to questions from patrons.
3. Ability to maintain patron and staff confidentiality.
4. Ability to provide and follow detailed instructions.
5. Ability to gather statistics, analyze information, and write reports.
6. Ability to understand library policies and procedures and apply them to library operations.
7. Ability to use computer software and peripherals and manage digital files.
8. Ability to work independently, organize and prioritize work, respond to varied/changing work demands, and make decisions as required.
9. Advanced knowledge of library operations, services, and materials.
10. Mobility: ability to travel to meetings and trainings outside the library.
11. Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationships with the public, peers, and supervisors.
12. Effective oral and written communication skills.
13. Willingness to maintain skills in above-mentioned areas through active participation in appropriate continuing education activities.
14. Working knowledge of English grammar and spelling.
15. Ability to operate office equipment such as photocopiers and printers including scanning and faxing.
16. Ability to sort efficiently in alphabetic and numeric order, particularly with regard to decimal numbers.
17. Ability to perform moderately heavy physical work.
18. Positive attitude.
19. Ability to learn new technology and effectively use it to perform assigned duties.

TOOLS AND EQUIPMENT USED

1. Computer equipment, including keyboard, mouse, USB drives, printers, and scanners.
2. Computer software, including Microsoft Office products, online word processing platforms (such as Google Suite), and other web-based systems.
3. Multi-function printer(s) including scanning, faxing, and copying.
4. Barcode scanners.
5. Processing and mending tools.
6. Book trucks for transporting materials.
7. Disc cleaning machines.
8. New technology as it emerges.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

1. Ability to work in small spaces.
2. Ability to bend, twist, and reach.
3. Far vision at 20 feet or further; near vision at 20 inches or less with corrective lenses as needed.
4. Finger work: keyboarding, writing, filing, sorting, shelving, and processing.
5. Handling: processing, picking up, grasping, and shelving materials.
6. Lifting and carrying: 40 pounds or less.
7. Pushing and pulling: objects weighing 300-400 pounds on wheels.
8. Sitting, standing, walking, climbing, stooping, kneeling, and crouching.
9. Talking and hearing; use of telephone and ability to hear standard conversation.
10. Mobility: travel to meetings and trainings outside of the library.

MENTAL REQUIREMENTS

1. Ability to apply technical knowledge.
2. Ability to comprehend and follow instructions: effectively follow instructions from supervisor and/or staff-in-charge, verbally and in written form.
3. Ability to deal with abstract and concrete variables.
4. Ability to interpret technical regulations and instructions.
5. Ability to work with interruptions.
6. Analytical Skills: identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
7. Communication skills: effectively communicate ideas and information both in written and verbal form.
8. Creative decision-making: effectively evaluate or make independent decisions based upon experience, knowledge, or training, without supervision.
9. Mathematical ability: calculate basic arithmetic problems (addition, subtraction, multiplication, and division) without aid of a calculator.
10. Planning and Organizing Skills: develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; refer problems to supervisor when necessary.
11. Reading ability: effectively read and understand information contained in memos, procedures manuals, emails, reports, etc.
12. Time management: set priorities in order to complete daily tasks and meet special assignment deadlines.

ENVIRONMENTAL/WORKING CONDITIONS

1. Flexible work hours; with some evening and weekend hours.
2. Mainly indoor work environment with occasional outdoor work to support library programming needs.
3. Exposure to dust.
4. Potential for exposure to mold, mildew, or other potential allergens.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview and reference check. Job-related tests and ability to pass a background check may be required.