



JOB DESCRIPTION

Title:	Library Director	Department(s):	Library
Reports to:	Library Board/City Manager	Location:	Irvin L. Young Memorial Library
FLSA:	Exempt	Pay Grade:	Salary Resolution
Shift:	Various	Status:	Full-Time
Bargaining Unit:	None	Date:	October 18, 2021

JOB SUMMARY

This position directs and oversees the operations and personnel of the Irvin L. Young Memorial Library for the City of Whitewater.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary.

- Administer library services and operations.
- Supervise library personnel, interview and select new employees; provide training and instruction; plan and coordinate operations and evaluate performance.
- Administer library budget; prepare budget recommendations and plan for the Library Board and ensure compliance with budget guidelines.
- Implement and monitor library policies and objectives established by the Library Board and assist the Board in policy changes and plans.
- Develop, implement and monitor library procedures regarding use of library collections and buildings.
- Determine and issue work schedules to maintain effective public service; administers vacation and time off scheduling requests; approves timesheets.
- Act as system administrator for the integrated library automation automated system; attend regional users group and training workshops.
- Develop and maintain library collections according to the collection development policy; review, evaluate and select books and periodicals for adult collections; supervise and train staff in cataloging and classification of print and non-print materials to be entered into integrated library automation system.
- Provide assistance and guidance to library personnel; respond to emergencies and acts as backup as needed.
- Assist library patrons with information searches, special needs and readers' advisory inquiries.
- Select and order all library equipment and approve the purchase of supplies; oversee maintenance and repair of equipment and physical plant.
- Prepare reports and compile statistical information and data.
- Respond to inquiries and complaints; provide resolution and make appropriate referrals.
- Serve as liaison to the public and community; prepare news releases, notices and newspaper columns.

- Attend meetings and serve on committees to provide input into decisions affecting library service in the county or system area.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Respond to alert from security system, as needed, if domicile is within ten miles of library building.

SUPERVISION RECEIVED AND/OR EXERCISED

- Work is performed under the general supervision of the Library Board and the City Manager.
- Exercises general supervision over all library staff.

QUALIFICATIONS

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/or Experience

- Master's degree in Library Science from an ALA-accredited institution with five (5) years progressively responsible library experience that includes supervisory responsibility.
- Position requires a Wisconsin Department of Public Instruction Grade One (1) Library Certification.

Language Skills

- Effective communication with patrons and staff in tactful, diplomatic, and friendly manner.
- Ability to communicate orally and in writing.
- Ability to persuade, convince, and train others.
- Ability to advise and interpret how to apply policies, procedures and standards to specific situations.
- Ability to analyze data and information using established criteria, in order to determine consequences and identify and select alternatives.
- Ability to compare, count, differentiate, measure, copy, record and transcribe data and information. Ability to classify, compute, tabulate, and categorize data.
- Ability to utilize a variety of advisory data and information such as City ordinances, directories, State statutes, procedures, guidelines, Library Board policies, labor agreements, professional standards and non-routine correspondence.

Mathematical Skills

- Ability to interpret basic descriptive statistical reports.

Reasoning Ability

- Ability to work well under pressure and handle stressful situations, to organize work and set priorities, managing time and resources to meet deadlines and changing demands within the entire operation, perform duties with a minimum of supervision.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.

Other Qualifications

- Broad knowledge of subjects and authors for adult materials.
- Substantial knowledge of basic computer operations, computer proficiency and experience and able to teach basic computer skills.
- Ability to work effectively in cooperation with fellow employees as a member of the staff team.
- Resourcefulness and creativity in approach to requests.
- Knowledge of operations and collection organization of libraries.
- Ability to work in and maintain an environment that deals with sensitive and confidential information.

Physical Demands

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

- While performing the duties of this job, the employee is required to spend extended periods of time interacting with library users. Communication requirements are to be able to successfully answer questions about library materials, services, programs, and the physical locations of materials, services, programs and facilities.
- The employee must be able to identify materials and locate them in the library
- Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as computer and other office machines, Integrated library automation system, microfilm equipment, audio and video equipment and/or materials used in performing essential functions.
- Ability to operate various pieces of office equipment.
- The employee is required to perform sedentary to light work, primarily in the handling and moving of physical materials.
- Stamina to work for up to eight hours in a shift. High energy to deal with the public for sustained periods while maintaining positive and enthusiastic communication.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is moderately quiet.
- Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as repetitive computer keyboard use, irate individuals and intimidation may cause discomfort and poses limited risk of injury.

The City of Whitewater is an Equal Employment Opportunity. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

SPECIAL REQUIREMENTS-RESIDENCY

- The Library Director of the Irvin L. Young Memorial Library is required to have his/her residence within the boundaries of the Whitewater Unified School District within one year of employment.

SELECTION GUIDELINES

- Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.
- Nothing in this job description reflects management's right to assign or reassign duties and responsibilities to this job at anytime. The duties listed above 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.
- The job 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 job change.

Employee Acknowledgment: _____ Date: _____

The above statements reflect the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.

Supervisor _____ Date _____

Department Head _____ Date _____

Human Resources	Date
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City Manager _____ Date _____