

The City of Princeton: Job Description

Job Title: Library Director

Purpose of Position

Under general direction of the library board, administers the library; with responsibility and authority for organizing and managing the library operation and for planning, directing and coordinating its program of service to a community.

Duties/Examples of Work

Develops, recommends, and implements policies for library operations.

Participates in the development of the annual library budget proposal for review by the library board and presents the proposal to local officials. Monitors expenditures consistent with budget and available funds.

Recruits, selects, hires, schedules, supervises, evaluates and, if necessary, terminates library staff.

Oversees staff training. Recommends improvements in staffing, organization, salaries and benefits to the library board. Plans and conducts regular staff meetings.

Prepares library board meeting agendas and necessary reports in cooperation with the library board president and notifies library board of scheduled meetings.

Coordinates the library's participation in the WALIS shared automated library system.

Directs and supervises the maintenance of the library building and grounds.

Informs and advises the library board as to developments in the library field. Maintains communication with Winnefox and with other area libraries. Active participant in Winnefox Library System, regional and professional library organizations, and community organizations.

Serves as chief consultant to the Library Board regarding technical matters and library policies. Informs and advises the board of local, regional, state and national developments affecting the library.

Conducts ongoing evaluation of existing library programs, services, policies and procedures, and submits recommendations for improvement to the library board.

Offers, creates, and promotes educational and entertaining programs for all library users.

Relates library objectives to community needs. Represents the library in the community.

Oversees the library's ongoing collection development plan and supervises the selection, including purchasing and withdrawing of library materials in accordance with that plan.

Guides and directs the growth of the library by fostering positive public relations with trustees, staff, other libraries, library users, support groups, and state and local government.

Develops and administers the library's overall public relations plan. Prepares press releases and makes presentations to community groups.

Performs other related work as required by the library board.

Knowledge and Abilities

Ability to establish and maintain effective working relationships with library trustees and volunteers, local government officials, members of the general public, and community groups.

Ability to foster and maintain positive public relations for the library.

Ability to gain a working understanding of current and developing technologies as they relate to public library operations and services.

Ability to guide and direct the growth and development of the library.

Ability to interpret statistical data, analyze information, evaluate programs and prepare clear and concise reports and recommendations

Ability to maintain confidentiality of library patron information.

Ability to perform essential computer operations.

Ability to work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as required.

Ability to travel to meetings outside the library.

Familiarity with Microsoft Office programs.

Willingness to develop and maintain skills through active participation in appropriate continuing education activities.

Physical Demands

Bending/twisting and reaching

Far vision at 20 feet or further; near vision at 20 inches or less. Fingering: keyboarding, writing, filing, sorting, shelving, and processing

Lifting and carrying: 50 pounds or less.

Pushing and pulling: objects weighing 60-400 pounds on wheels.

Sitting, standing, walking, climbing, stooping, kneeling, crouching

Talking and hearing; use of the telephone

Mental Requirements

Ability to deal with abstract and concrete variables.

Ability to interpret technical regulations and instructions and apply technical knowledge

Analytical Skills: identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.

Communication Skills: effectively communicate ideas and information in written and verbal form

Creative Decision-making: effectively evaluate or make independent decisions based upon experience, knowledge or training, without supervision.

Mathematical Ability: calculate basic arithmetic problems (addition, subtraction, multiplication, division) without the aid of a calculator.

Planning and Organization Skills: develop long-range plans to solve complex problems; take advantage of opportunities establish systemic methods of accomplishing goals.

Problem-solving Skills: develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring.

Reading Ability: effectively read and understand information contained in memoranda, reports and bulletins, etc.

Time Management: set priorities in order to meet assignment deadlines

Environmental/Working Conditions

Flexible full time work hours; occasional evening and weekend hours.

Inside work environment with some minor outside responsibilities.

Equipment Used

Computer, calculator, camera, copy machine, fax machine, library automation system, telephone, kindles, ebooks, tablets, projector, and building systems such as: security, heating/air conditioning, fire protection

Education and Experience

Two years of study at an accredited institution. (54 college semester credits including at least 27 in the liberal arts and sciences)

Eligibility for grade III Wisconsin library certificate. Temporary certification will be granted for one year to applicants for Grade III certification in order for them to complete the Basic Library Management or Public Library Administration course.

Management and supervisory responsibility or three years of progressively more responsible library management experience.