

Rusk County Community Library, Ladysmith WI
Job Description - Director

NATURE OF WORK: This is an administrative and professional position responsible for directing the library. Work involves planning and coordinating the activities and personnel of the library. Work is carried out in accordance with policies established by the Rusk County Community Library Board and under general supervision of the board. The Director is responsible to the Library Board. Position may include morning, evening, and weekend hours.

DUTIES AND RESPONSIBILITY: Duties include responsibility for all phases of library activity, including all aspects of library management and relations with the public, as well as planning and developing new library services.

I. Administers the Library

- A. Plans, organizes, and administers programs and procedures governing library services
- B. Prepares budget request and administers the dual city and county budget approved by the library board
- C. Attends all library board meetings and acts as a technical advisor to the library board, especially in the formulation of policies, budget documents, long range plans and goals, and implements these policies
- D. Prepares proposals, administers grants, and submits evaluations of projects for funding
- E. Prepares reports and statistics required by governmental agencies

II. Manages the library staff

- A. Recruits and hires library staff
- B. Trains, supervises, and evaluates library personnel
- C. Encourages and provides for staff continuing education activities including staff meetings

III. Maintains the library collection

- A. Reviews and selects all library materials; is responsible for the development of the library collection
- B. Catalogs and prepares materials for processing
- C. Keeps the collection current with periodic weeding

IV. Performs other duties

- A. Plans and directs a public relations program to generate public awareness of library programs and resources. This includes maintaining website, social media, articles/press releases for newspaper and other media outlets
- B. Promotes cooperation between the public library, other public libraries, and the school district as well as other community groups
- C. Attends professional meetings and continuing education programs to keep abreast of current trends and new professional techniques
- D. Assists patrons with reader's advisory and reference
- E. Develops and implements library programs, outreach activities, and library visits
- F. Acts as spokesperson for the library in the community
- G. Oversees building maintenance and develops budget for repairs and maintenance
- H. Performs other duties as required

V. Physical Demands of the Position

- A. Frequent standing, walking, stooping, kneeling, crouching, and sitting.
- B. Handling of library materials, picking up and shelving; Bending/twisting and reaching; use of a step stool.
- C. Pushing and pulling objects weighing 60-80 pounds on wheels; Lifting and carrying up to 50 pounds.

VI. Mental Requirements

- A. Ability to apply technical knowledge.
- B. Ability to deal with abstract and concrete variables.
- C. Ability to interpret technical regulations and instructions.
- D. Analytical Skills: identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information, resources available when making decisions.
- E. Communication Skills: effectively communicate ideas and information both in written and verbal form.
- F. Creative Decision-making: effectively evaluate or make independent decisions based upon experience, knowledge or training.
- G. Mathematical Ability: calculate basic arithmetic problems (addition, subtraction, multiplication, division).
- H. Planning and Organizational Skills: develop long-range plans to solve complex problems or take advantage of opportunities; establish systematic methods of accomplishing goals.
- I. Problem-solving Skills: develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; and refer problems to the library director when necessary.
- J. Reading Ability: effectively read and understand information contained in memoranda, reports and bulletins, etc.
- K. Time Management: set priorities to meet assignment deadlines.

ENVIRONMENTAL/WORKING CONDITIONS

Flexible work hours; inside work environment

EXAMPLES OF EQUIPMENT USED

Computer, photocopier/scanner, automation system, telephone, AV equipment, carts, and other library equipment

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of library services and administration. Ability to plan, organize and direct a complete program of library activities. Ability to interpret community interest and needs and to provide appropriate library services. Ability to establish and maintain working relationships with clubs, community, and other groups. Ability to plan and supervise the work of others. Ability to maintain accurate and complete records and prepare clear and detailed reports. Knowledge of computers and their use in libraries.

ESSENTIAL TRAINING AND EXPERIENCE

Eligibility for Wisconsin Grade I certification is required. Three or more years of library administration experience is preferred.