

## MARSHFIELD PUBLIC LIBRARY

### JOB DESCRIPTION

ESTABLISHED: November 1989

TITLE: Library Director

REVIEWED/REVISED: 9/13/11, 3/15/16

SECTION: Administration

### SUMMARY

The Library Director is responsible for the administrative management of the Marshfield Public Library. Subject to the policies of the Library Board and in accordance with the laws of the State of Wisconsin, the employee in this position is accountable for organizing and managing the library operation including planning, evaluating, directing, and coordinating all library staff, budgets, collections, activities, programs and physical facilities. The Director is required to keep the Board apprised of current trends in Library service and to offer guidance in the development of Library policy as well as administer the Marshfield Public Library Foundation, Inc. budgets and expenditures. The Library Director is an active liaison between the Library and other governmental and community organizations to encourage cooperative efforts and collaborations.

### DUTIES/EXAMPLES OF WORK

#### LIBRARY PERSONNEL MANAGEMENT (30%)

1. Drafts and recommends personnel policies to the Board which will provide for effective management of the library.
2. Supervises all library employees, administers personnel regulations, hires and promotes employees in conformance with personnel policies approved by the Board.
3. Establishes administrative policies for the day-to-day management of the library.
4. Delegates responsibility to staff members in a manner consistent with their skills and experience to improve staff efficiency for better service to the public.
5. Assigns and approves staff training as necessary to fulfill the library's goals.
6. Continually evaluates performance of all library staff and provides corrective action if necessary.
7. Ensures availability of time to address staff concerns at all levels.
8. Meets regularly with all library supervisors as a group, and individually as the need arises.

#### FINANCIAL MANAGEMENT OF THE LIBRARY (20%)

9. Directs the financial operation of the library within the approved budget.
10. Prepares an annual budget on behalf of the Library Board for presentation to the Common Council.

11. Prepares budgetary request for the Wood County Library Board and works with this Board to obtain funding from the Wood County Board and the Library System cash grants.
12. Administers, under the Marshfield Public Library Foundation, Inc., the Foundation budgets and expenditures.
13. Uses a variety of means to secure for the Library additional funds and services, including public and private grants and volunteers.
14. Prepares and presents monthly bills for payment and a report on the current status of the budget.
15. Assigns materials budgets to appropriate staff.

#### MEETS REGULARLY WITH THE LIBRARY BOARD AND ITS COMMITTEES (10%)

16. Assists in library policy formulation.
17. Prepares a monthly Director's Report on activities.
18. Provides financial reports on library budget.
19. Prepares background reports and recommendations on appropriate agenda items for the Board and committees.

#### LIASON FOR AND REPRESENTS LIBRARY WITH OUTSIDE GROUPS (25%)

20. As a City Department Head, maintains a good working relationship with other city Departments and administration. Attends City Department Head meetings and all City meetings as appropriate for library's interests.
21. Serves as Executive Secretary (non-voting member) on the Marshfield Public Library Foundation, Inc. Board and attends all Board meetings. Administers Foundation activities on a daily basis.
22. Serves as advisor to the Friends of the Marshfield Public Library, Inc., and attends all board meetings.
23. Acts as liaison between the Library Board, the Foundation Board, and The Friends Board, providing information and aiding coordination of activities and efforts.
24. Represents the Marshfield Public Library at meetings of the Library Board, the Wood County Library Board and the Library System Administrative Council.
25. Assures that all responsibilities of membership in the Library System are met.
26. Works closely with other area librarians to encourage cooperative resource sharing.
27. Works closely with individuals and organizations in the community to encourage cooperative programs and improved library services.
28. Carries out a variety of public relations functions, including social media to inform the community of library services, to create good will, and to encourage library utilization.
29. Responds to patron concerns and complaints in a timely manner.

#### BUILDING MAINTENANCE AND GROUNDS MANAGEMENT (5%)

30. Administers a program that provides for daily upkeep of the physical facility to present an accessible, safe and welcoming atmosphere.
31. Responsible for inventory of all library property.
32. Secure appropriate insurance for property.
33. Assures library is in compliance with city, state, and federal regulations governing facility.
34. Plans for optimum use of space and layouts.

#### **SERVICE PROGRAMS EVALUATION AND PLANNING FOR LIBRARY DEVELOPMENT (10%)**

35. Develops and presents to Board a five year plan of service.
36. Develops five year capital outlay plan.
37. Continually monitors and develops library collection and keeps abreast of technology changes that affect materials collected.
38. Develops and assures that an overall inventory/weeding plan for collection materials is carried out on a regular basis.
39. Plans for, develops and utilizes computer technology for library applications.

#### **KNOWLEDGE AND ABILITIES**

1. Comprehensive knowledge of professional library and information science and modern library administrative methods.
2. Demonstrated ability to supervise and develop professional and nonprofessional library employees in a manner which encourages efficiency, cooperation, and good morale.
3. Demonstrated ability to assess community needs, plan, and direct a comprehensive program of library activities, including innovative services to groups with special needs.
4. Demonstrated ability to work well with boards, patrons, volunteers, and community organizations.
5. Knowledge of local government and library law.
6. Demonstrated knowledge of Wisconsin public library systems and their operations.
7. Ability to speak and write effectively, with a confident, friendly, and enthusiastic public demeanor.

#### **PHYSICAL DEMANDS OF THE POSITION**

1. Ability to work in confined spaces.
2. Bending/twisting and reaching.
3. Far vision at 20 feet or further; near vision at 20 inches or less.
4. Fingering: keyboarding, writing, filing, and sorting, using hand tools, operating switches and valves.
5. Grappling, climbing using legs and arms, and balancing.
6. Handling: processing, picking up and sorting mail, sweeping, mopping, and dusting.
7. Lifting and carrying: 50 pounds or less.
8. Mobility: travel to meetings outside library.
9. Pushing and pulling: objects weighing 60-80 pounds on wheels.

10. Sitting, standing, walking, stooping, climbing, kneeling, crouching and crawling.
11. Talking and hearing; use of telephone.

### MENTAL REQUIREMENTS

1. Ability to apply technical knowledge.
2. Ability to deal with abstract and concrete variables.
3. Ability to interpret technical regulations and instructions.
4. Analytical Skills: identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
5. Communication Skills: effectively communicate ideas and information both in written and verbal form.
6. Creative Decision-making: effectively evaluate or make independent decisions based upon experience, knowledge or training.
7. Mathematical Ability: calculate basic arithmetic problems (addition, subtraction, multiplication and division) without the aid of a calculator.
8. Planning and Organization Skills: develop long-range plans to solve complex problems or take advantage of opportunities; establish systematic methods of accomplishing goals.
9. Problem-solving Skills: develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring.
10. Reading Ability: effectively read and understand information contained in memoranda, reports, instruction manuals and bulletins, etc.
11. Time Management: set priorities in order to meet assignment deadlines.

### ENVIRONMENTAL/WORKING CONDITIONS

1. Flexible hours to meet the changing demands of managing library operations.
2. Inside work environment.
3. May require on-call hours.

### EQUIPMENT USED

Computer, calculator, cash register, printers, copy machine, fax machine, telephone, audiovisual equipment, typewriter, coin-ops, dolly and book truck, collection security system, basic cleaning equipment, standard hand tools, shovel, broom, vacuum cleaner, rug shampooer, lawn mower, snow blower, other equipment as technology advances.

### EDUCATION AND EXPERIENCE

1. Master's Degree in Library and Information Science from a school accredited by the American Library Association.
2. Additional course work in library management.
3. Experience in preparing and presenting library budgets.
4. Working experience with computer technologies and their application in public libraries.

5. Work experience in a variety of professional library activities, including such areas as library automation, reference, circulation, technical services, and collection development for children and adults.
6. Six to eight years progressively responsible public library experience with at least half of them in a supervisory administrative function.
7. Experience in writing administrative policies and preparing library policies for board approval.
8. A keen interest in professional development for self and staff, including active participation in professional organizations and training workshops.
9. Experience in writing successful grant proposals.
10. A Grade I Public Library Certificate from the State of Wisconsin Department of Libraries, Technology and Community Learning or qualifies for immediate Wisconsin certification.