

Elkhart Lake Public Library – Job Description - Library Director

In keeping with the mission of the Elkhart Lake Public Library, the Library Director is responsible for developing and supporting all efforts necessary to maintain a library, responsive to the community's needs for information, education and recreation in a respectful and welcoming environment.

Working closely with and reporting to the Board of Trustees, the Library Director develops library policies, monitors library services, develops and manages the budget, creates public relations materials, supervises staff and volunteers, oversees the physical plant and stays informed of developments in library management. The Library Director serves as the library's executive officer and technical advisor to the board.

Planning and Policy Making

- Jointly develops and submits library's policies and long-range goals and objectives to the Library Board of Trustees for review, approval and updating.
- Implements policies and long-range goals and objectives as established by the Library Board of Trustees.
- Plans, organizes and evaluates the work of the library in support of the mission of the library and in response to the needs of the community.

Library Services

- Compiles, maintains and reports library statistics monthly to the Board of Trustees and as required to Monarch Library System and the State of Wisconsin.
- Provides friendly and efficient direct assistance to patrons.
- Insures an accurate and up-to-date database of user registrations and activities, including information adequate to support reimbursement requests for nonresident borrowing.

Collection Management

- Oversees the library collection by selecting library materials in all formats, which ensures that the library meets the needs of the community, guided by the Materials Selection and Intellectual Freedom Policy.
- Conducts a regular evaluation of the collection which includes a weeding schedule.
- Ensures that library materials are cataloged and classified according to accepted standards and maintained in the public catalog.

Financial Operations

- Drafts the annual library budget for board discussion and approval.
- Expends funds within established guidelines and maintains an accurate and up-to-date records showing the status of library finances.
- Identifies, pursues and supports fundraising efforts at the direction of the Library Board of Trustees.
- Develops and schedules equipment purchases and replacements.

Public Relations

- Plans and administers the library's public relation plan, including development of promotional materials and projects within the library as well as outside the facility.

Elkhart Lake Public Library – Job Description - Library Director

- Develops and maintains cooperative relationships with the Village of Elkhart Lake, Elkhart Lake/Glenbeulah School District, Friends of the Elkhart Lake Public Library and other community organizations.
- Acts as a spokesperson for the library in the community in a positive manner and is active in local organizations.
- Represents the library at the system level, attending Director Council meetings and serving on committees.

Personnel Management

- Recruits, selects, evaluates, and, when necessary, terminates library staff and volunteers.
- Trains, supervises and monitors the performance of library staff and volunteers.
- Creates schedules, approves vacations and schedule changes, develops job descriptions and assigns routine duties to staff.
- Plans and conducts regular library staff meetings.
- Promotes staff development by providing opportunities for staff to attend workshops, special interest groups, seminars and conferences.

Physical Plant Management

- Oversees all aspects of the physical plant, grounds and equipment and takes appropriate action in emergencies, including bringing to the Village Clerk the need for building and grounds maintenance, repair, and improvements.

Board of Trustees Representative

- Participates in monthly meetings of the Library Board of Trustees as a nonvoting member and prepares library board meeting agendas and necessary reports.
- Provides professional expertise and guidance to the Library Board of Trustees.
- Monitors Library and Municipal compliance with Wis. Stats. Chapter 43
- Prepares the State of Wisconsin annual report for review and approval by the Library Board of Trustees.

Professional Development

- Maintains required Grade 3 Wisconsin Library Certification through necessary coursework and/or qualifying continuing education.
- Stays abreast of trends and innovations in public library management by participating in professional library associations, attending meetings, workshops and conferences, and professional reading.

Preferred Qualifications

Education and Experience

- Bachelor's degree from a liberal arts program and Grade 3 Wisconsin Public Librarian Certification or eligibility for required certification.
- Three years of progressively responsible public library experience. Candidates with equivalent and administrative and public service experience in related fields may also be considered.

Elkhart Lake Public Library – Job Description - Library Director

Essential Functions and Knowledge

- Sound decision making, based on knowledge of public library methods and procedures as they apply to a small public library administration and will allow effective recommendations to the board and sound decision making when faced with a wide range of circumstances.
- Knowledge and ability to perform necessary computer operations and troubleshoot problems.
- Understanding of shared ILS.
- Ability to supervise staff and volunteers and delegate responsibility in an effective manner.
- Understanding of the unique nature of rural and/or small communities and their libraries.
- Ability to establish a positive working relationship with library stakeholders.
- Understanding of current and developing technologies as they relate to public library operations and services.
- Ability to effectively communicate ideas and information both in written and oral form.
- Strong problems solving and decision-making skills.
- Excellent time management.

Physical Demands

- Ability to use standard office equipment
- Ability to lift up to 40 pounds on a frequent basis. Pushing and pulling objects which weigh 60 to 80 lbs. on wheels.
- Ability to travel to meetings outside of the library's community.

Environmental/Working Conditions

- Inside work type environment mainly. Some exterior work possible.
- Full-time salaried position with flexible work hours: may require evening and weekend hours

Evaluation

- Library staff are annually evaluated. Newly hired staff will be evaluated at the end of the six (6) month probationary period.
- The job description will be the instrument of review. After the probationary period, the director is evaluated on an annual basis by the Library Board of Trustees.