

## **JOB SUMMARY**

The Library Director reports to the Library Board of Trustees and is responsible for managing and directing a broad range of library functions focused on providing excellent services to library patrons. Duties include policy recommendation, departmental planning and direction and administration of library activities. This position is also invested with making the most difficult library technical decisions. The work requires a thorough knowledge, skill and ability in every phase of the public library field.

## **MAJOR DUTIES / ESSENTIAL FUNCTIONS**

The following list identifies the principal duties of this position, but it is not exhaustive. Other duties may be required or assigned.

- Direct the administrative team to ensure the smooth operation of the library. Author policies and procedures as needed. Communicate official plans, policies, and procedures to staff and public.
- Hire, train, schedule, coordinate work assignments, supervise, evaluate and discipline staff.
- Provides leadership and direction in developing short and long range plans including evaluation and recommendation of service improvements, collections, programs, technology, equipment and facilities.
- Develop feasible, realistic solutions to problems or questions. Address problems and concerns in a timely manner. Implement changes or improvements in library operations, policies and procedures.
- Prepare annual budget. Maintain accurate accounting expenditures and estimate future needs and costs. Ensure budgeted funds and materials are being used effectively and efficiently.
- Review library programs and services on an ongoing basis. Oversee the implementation of changes or new programs to promote life-long independent learners and literacy in our community.
- Evaluate effectiveness of department activities and results of output measures through the regular compilation and review of departmental statistics.
- Ensure high quality, approachable customer service is provided to patrons via various communication methods, such as in-person, phone, email, online chat and text. Maintain confidentiality in all interactions and communications.
- Promote library services, events and resources through marketing, publicity and community outreach.
- Prepare recommendations and informational reports to the Library Board of Trustees. Handle subject matter that may involve considerable discretion, judgment or negotiation.
- Follow and enforce library policies and procedures. Ensure staff has access to up-to-date library and city policies and procedures.

## **OTHER JOB DUTIES**

- Maintain up-to-date knowledge of trends in library services by reading professional literature and participating in committees and continuing education opportunities. Expand awareness and understanding of current trends, best practices and library related legislation through participation in professional development activities at the local, state, and national level.
- Identify and communicate organizational needs and wants to the Oak Creek Public Library Foundation and assist with their fundraising efforts.
- Maintain the library building and maintenance service requests and contracts.
- Seek and apply for grant funding opportunities.
- Perform other tasks and projects as assigned.

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## EDUCATION AND EXPERIENCE

- Master's degree in Library and Information Science from an ALA accredited institution.
- Grade 1 Wisconsin Library Director Certification (must be obtained within 6 months of hire).
- Five (5) years' experience in library operations required (public library experience preferred); with increasing experience in library administration including supervisory experience, and proven, active continued professional development in the field of Library and Information Science.
- Excellent communication skills, strong customer service and supervisory skills required.

## REQUIRED KNOWLEDGE AND ABILITIES

- Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationships with the public, peers and supervisors.
- Ability to work well with and relate to patrons of all ages.
- Ability to set priorities and manage time to complete tasks on time. Creatively and effectively make decisions based upon experience, knowledge, or training without supervision. Considerable ability to understand and follow written and oral instructions.
- Ability to maintain a working environment that sustains a high level of employee morale and productivity.
- Experience managing library services, working with budgets, and providing library services to a variety of customer groups.
- Proven ability to adapt quickly to a changing technological and content/information distribution landscape.
- Advanced knowledge of current principles and practices of library operations, services and materials.
- Ability to understand library policies and procedures and apply them to library operations.
- Ability to maintain confidentiality.
- Competence and experience using and supporting current digital devices and software, including Microsoft Office, the Internet, Adobe Software Suite, QuickBooks, iOS and Android platforms and devices.
- Demonstrated ability to market, publicize and promote library services to the public.
- Ability to gather statistics, analyze information and prepare reports.
- Ability to maintain a working knowledge of contemporary issues, trends and technology in library services by attending workshops, professional meetings and by reading current professional literature.
- Good oral and written communication skills.
- Proficiency with English grammar and spelling.
- Ability to calculate basic arithmetic problems without the aid of a calculator.

## LICENSES AND SPECIAL CONDITIONS

- Possession of a valid Wisconsin Driver's license is required.
- Must have WI Grade 1 Library Director Certification within 6 months of hire.
- Must be able to maintain a regular work schedule and work evenings and weekends, sometimes with little notice.

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## 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 regularly required to use hands and fingers to reach and feel books or operate equipment and reach with hands and arms.
- Using hands to finger, handle or touch books, write, file, sort, shelve and keyboarding.
- Using hands and arms in handling, installing, positioning, and moving materials and manipulating items.
- The employee frequently is required to sit, stand, walk, stoop, climb, kneel, crouch, crawl, bend, twist, and balance using legs and feet.
- The ability to exert muscle force to lift, push, pull or carry furniture for room set-up.
- The ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing.
- Ability to talk and hear.
- Close vision and distance vision are required.
- The employee frequently is required to lift and reach books above the shoulders.
- The employee must frequently lift or carry up to 50 pounds safely.
- The employee must frequently push or pull: objects weighing 300-400 pounds, with mechanical and/or physical assistance.

## SUPERVISION / ACCOUNTABILITY

- Hire, train, schedule, coordinate work assignments, supervise, evaluate and discipline library staff.
- Accountable to the Library Board of Trustees.

Approved By:   
City Administrator

Reviewed By:   
HR Manager

*Approved by the Library Board of Trustees February 10, 2012  
Revised November 15, 2016  
November 21, 2017  
November 30, 2018*