

Barron Public Library ***Library Director/Manager***

To manage the operations of the Barron Public Library and the development and implementation of its service programs, to provide leadership and advocacy for quality, state-of-the-art library service

Reporting Relationships

- Reports to the Library Board of Trustees
- Director provides direction for all library staff, including volunteers in planning and executing library services and activities.

A. Essential Duties and Responsibilities

- With the Board of Directors establish, tracking, and successfully completing short and long-range goals within budgetary constraints
- Review, develop, recommend, and implement library policies and procedures
- Develop and monitor the library budget
- Evaluate, recommend and implement changing trends and technology in public library operations of new or revised methods to increase productivity, improve performance, and reduce (monitor) costs
- Develop and maintain broad knowledge of the libraries collections and all related selection policies
- Develop and implement projects after evaluating service levels, needs, and interest of our community
- Prepare the monthly board meeting materials, financial reports, annual report, or other required documents.
- Delegates authority and responsibilities to others as needed
- Research funding opportunities, develop proposals, and administer grant-funded projects to improve library services
- Maintain awareness of pertinent legislation, regulations, and professional developments that may affect the library operations and distribute information to appropriate personnel
- Participates in continuing education opportunities to maintain certification
- Perform related tasks as required

B. Supervises Library Staff

- Hires, trains, appraises, establishes work standards, and coaches employees
- Takes disciplinary action as necessary within established authority
- Coordinates library staff scheduling and supervising the development, organization, and prioritization of assigned work and projects of library staff
- Conducts monthly staff meetings (as necessary) and conducts employee evaluations

C. Perform related Duties

- Prepares vouchers for payment of bills through the City of Barron. Expends other funds within established procedures
- Responds to requests and complaints from the public, city, or other entities
- Promote and market the library for optimum patron support and services
- Responsible for the selection, acquisition, cataloging, and weeding of library materials
- Coordinates Barron Municipal Complex maintenance and facility rental use

D. Education and Experience

- Master's degree in Library Services from an ALA accredited school or a closely related field of study
- One to two years of experience in a public library and experience in supervising personnel is preferred
- Have or the ability to obtain Grade 2 Wisconsin certification
- Current comprehensive knowledge of the principles and practices of Library Science, including cataloging and classification, reference and research, collection development, library information networks, censorship and copyright laws, library automation and technologies, electronic and web-based resources, data and patron privacy laws and public library management and marketing
- Knowledge of accepted supervisory and personnel management practices and the ability to use them
- Knowledge of the principles and practices of budget development and administration

E. Skill Requirements

- Skill in developing and utilizing cost effective methods of managing and promoting library programs and services
- Skill in interpreting and analyzing data, statistics, and in maintaining required records and files

F. Ability Requirements

- Ability to effectively communicate, written and oral
- Ability to use and apply library technologies and equipment, personal computers, tablets, printers, and other necessary equipment
- Ability to manage multiple projects, staff members, activities
- Ability to develop and maintain effective working relationships with the library and city personnel, Board of Trustees, professional organizations, outside agencies and patrons
- Ability to organize, analyze, and evaluate data in order to formulate, support and execute projects
- Ability to make public presentations and/or public media relations
- Ability to create, track, and maintain fiscal budget
- Ability to provide collection supervision and maintenance
- Ability to be available work hours that include evenings and weekends

G. Physical Demands and Working Environment

- The physical demands described here are representative of those that, with reasonable accommodations to enable qualified individuals with disabilities to perform the essential functions, may be made by an employee to successfully perform the essential functions of this job.
- The position requires the ability to sit for long periods of time, stand, bend, twist, crawl, carry, and stoop to carry on a daily basis.
- The position requires the ability to handle, feel and/or operate objects, tools, or controls.
- The employee is required to retrieve, replace, and reach materials for items on shelves of various heights.
- A valid driver's license is required for travel to professional development and outreach opportunities.
- Flexibility to work hours during weekdays, evenings, and weekends during regular library hours of operation is a requirement of this position. Hours of work are to meet the needs of the organization.
- Work is performed primarily in a library environment.
- The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The **probationary period** for this position shall be six (6) months.

Barron Public Library, in compliance with state and federal laws and regulations that include the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 (Section 504), does not discriminate on the basis of disability. Barron Public Library is an Equal Opportunity Employer.

Barron Public Library - Library Director/Manager Job Description approved on January 4, 2018
by Barron Public Library's Board of Trustees