

City of Stoughton Position Description

Name:		Department:	Library
Position Title:	Library Director	Pay Grade:	FLSA: E
Date:	November 2010	Reports To:	Library Board

Purpose of Position

Under the general direction of the Library Board, The Library Director administers the library with responsibility and authority for organizing and managing all library operations, for planning, directing, and coordinating a comprehensive program of services, and supervising library personnel in accordance with the policies of the library board.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Serves as library board's executive officer, prepares library board meeting agendas, necessary reports and records minutes of meetings in cooperation with the library board president. Also prepares agendas, reports, and records minutes of five standing Board Committees and ad-hoc Board Committees.
- Serves as chief consultant to the library board in regard to technical matters and library choices, conducts ongoing evaluation of existing library programs, services, policies and procedures, and submits recommendations for improvement to the library board. Implements policy decisions of the library board; communicates Board decisions to library, city, and system staff and patrons.
- Develops the annual library operations and capital budget proposals for review by the library board and presents budget requests and adjustments to local officials. Implements adopted budget; Monitors expenditures consistent with budget and available funds. Advises Board as to adjustments to budget as needed throughout year. Manages donations and expenditures from designated donation and grant accounts; serves as chief consultant to the library board regarding expenditures from undesignated and building fund donations.
- Develops and implements Library policies as established by the board.
- Develops, revises and implements the library's long-range and/or strategic plans in cooperation with the library board and staff.
- Informs and advises the library board as to local, regional, state, and national developments in the library field and works to maintain communication with other area libraries. Informs and advises the library board as to local, regional, state, and national library law and standards for operation.
- Oversees the library's integrated library system (ILS), computer networks, and technology. Keeps current with new technologies and emerging trends and their application in the library field; coordinates implementation of new technologies in the library.
- Exercises direct and indirect supervision over all library staff. Recruits, selects, hires, supervises, evaluates and terminates library staff in conformity with regulations. Leads, motivates, and implements Work Rules for library staff and volunteers; Oversees the staff training program. Delegates responsibilities to appropriate staff as needed. Recommends improvements in staffing, organization, salaries and benefits to the library board. Plans and conducts regular staff meetings.
- Oversees the library's collection development plan and supervises selection, purchase, repair, and

withdrawal of library materials in accordance with this plan.

- Develops and administers the library's overall public relations plan; prepares press releases and makes presentations to community groups upon request.
- Coordinates building and equipment maintenance, repair, upgrades, studies, and renovations, reporting to Library Board, as appropriate. Coordinates RFP process for facility projects, contracts, and actively participates in facility studies and presentation of results to elected officials, staff, and public.
- Prepares, maintains, and coordinates retention of library administrative records following Record Retention Schedule including but not limited to: board materials, facility and equipment, personnel, finance and accounting, integrated library system, interlibrary loan and information technology.
- Establishes and maintains appropriate priorities and meets deadlines.
- Attends all City meetings as required, reports as required to the City as other department heads do, in addition to Library Board requirements. Prepares and presents reports on the library's progress, in association with the board, for the Mayor and city council.
- Represents the library at the system level and actively participates in other professional library organizations.
- Works with government officials and other community leaders to meet the needs of the library; relates library objective to community needs and represents the library on community board and committees.
- Supports the Friends group in their mission.
- Performs other work as required by the library board.

Minimum Training and Experience Required to Perform Essential Job Functions

- Master's degree in Library Science from an American Library Association accredited program required with three to five years library experience, including supervisory experience, or other experience that provides equivalent knowledge, skills, and abilities.
- Eligibility for or possession of Grade 1 Wisconsin Public Librarian Certification.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office equipment including personal computer, photocopier, telephone, fax machine, etc.
- Ability to frequently lift and move materials weighing up to 10 pounds and occasionally lift and move up to 40 pounds.

Supervisory Skills

- Ability to assign, supervise, and review the work of others, also train and teach.
- Ability to make decisions regarding the selection, discipline and discharge of employees.

Logic and Reasoning Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percents, and make use of the principles of descriptive statistics.
- Ability to handle multiple projects simultaneously.

Language Ability and Interpersonal Communication

- Ability to comprehend, interpret, and prepare a variety of documents, including technical, statistical, and financial information using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Excellent oral and written skills; ability to prepare clear and detailed reports.
Ability to record and deliver information, explain procedures and policies, and follow instructions.
- Ability to use and interpret library science terminology.
- Ability to communicate effectively, explain procedures and policies, record and deliver information verbally and in writing.
- Must be computer literate. Requires knowledge of data bases, networking, the Internet, etc.

Environmental Adaptability

- Ability to work flexible hours, including evenings and weekends.
- City of Stoughton Department Heads may be expected to work in excess of 40 hours per week due to the nature of their position and official duties.
- Ability to maintain a confidential environment.
- Ability to work effectively in a library, City government, and community environments.
- Valid Wisconsin driver's license or evidence of equivalent mobility is required.

The City of Stoughton is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

APPROVED BY THE STOUGHTON PUBLIC LIBRARY BOARD OF TRUSTEES ON 11/17/2010.

Employee's Signature

Supervisor's Signature

Date

Date