

Job Title: Library Director

Job Summary: Under the direct supervision of the public library board of trustees, the library director is responsible for the operations of the library and the development and implementation of its service program, including: (A) assisting the board with long-range planning and policy development, and managing all library resources, including human resources; (B) organizing the acquisitions, access, storage, and control of collections; (C) designing and implementing services and programs for users of all ages; and (D) overseeing the maintenance and safety of the physical plant. The library director recommends for hire and supervises all assistants, substitutes, and volunteers who work in the library. Additional duties will require campground & park reservations and operations

Full job description is available online at drummondwi.com , drummondwilibrary.org, or by contacting Dick Fredericks, Library Board Chair at 715-739-6933.

Resumes and/or cover letters may be submitted to PO Box 56 Drummond, WI 54832 or twndrummond@cheqnet.net. They must be received by 4:00pm on Saturday September 14, 2019.

I. Library Specific Responsibilities (80% time)

Administrative Services:

1. Serve as the library's executive officer.
2. Serve as the technical adviser to the board.
3. Implement the policies of the library as established by the board.
4. Prepare the draft of the annual library budget for board discussion and approval.
5. Participate in the presentation of the adopted budget to local officials.
6. Receive and expend library funds according to established guidelines, and maintain accurate and up-to-date records showing the status of library finances.
7. Recruit, select, recommend for hire, train, supervise, evaluate, and terminate if necessary, library staff including volunteers in conformity with library policy and state and federal law (and any applicable local civil service regulations and/or union contracts).
8. Delegate duties to staff and volunteers as appropriate.
9. Prepare library board meeting agendas and necessary reports in cooperation with the library board president, and notify board members of scheduled meetings.
10. Prepare state annual report for review and approval by the library board.
11. Inform and advise the library board as to local, regional, state, and national developments in the library field, and work to maintain communication with other area libraries and the library system.
12. Responsible for maintaining and updating Library and Town websites.

Collection Management:

1. Select or direct the selection of materials for all media and all age groups, based on the library's approved collection development policy.
2. Catalog and classify library materials according to accepted standards and maintain the public catalog.
3. Process materials to provide appeal, protection, and control.
4. Develop and maintain a regular weeding schedule.
5. Periodically review the collection development policy and make recommendations to the library board for revisions.
6. Oversee the shelving and organization of materials.
7. Prepare and distribute overdue notices to users with overdue or lost materials.
8. Maintain an accurate and up-to-date database of user registrations and activities, including information adequate to support reimbursement requests for nonresident borrowing.

Service and Service Promotion:

1. Develop and execute an array of service programs to address the various needs of users and to make the library more accessible to all. These might include: preparation and dissemination of bibliographies of popular topics and genre collections; tours of the library for school, daycare, and home schooling groups; inclusion of interesting displays of an educational or cultural nature; presentations to local organizations or groups on the benefits offered by the library; provision of story time sessions for small children, and teen and adult book discussion sessions; support of a summer reading program; acquisition of special materials and provision of accommodations to encourage use of the library by individuals with special needs; development of a homebound service for residents unable to visit the library.
2. Provide friendly and efficient direct assistance to users checking out materials, requesting directional or community information, or seeking materials or information on specific topics.
3. Prepare news releases and submissions to the media to announce new or special services and events that spotlight the library.
4. Assist and guide local volunteer groups (e.g., library friends) who wish to help with library promotion, fundraising, and enhancement of services.
5. Prepare grant applications, when grant opportunities are offered, in order to supplement local funding of library operations and development.
6. Maintain records showing all programs offered and number of attendees at each program.
7. Continually investigate the value, costs, and logistics of adding library services, new media, and new technologies in order to keep the library current and proactive in its service provision to the public.
8. Conduct ongoing evaluations of existing library programs, services, policies, and procedures, and submit recommendations for improvements, including other duties as assigned by the Board of Trustees.

Facilities Management:

1. Oversee care and maintenance of the library building, grounds, and equipment, including the library's computers, peripheral components, and any other equipment delivering automated services. Not responsible for maintaining space occupied by the museum, but will be interacting with museum board members.
2. Oversee the work of custodial staff.
3. Regularly review building needs and advise the board in its planning for future expansion or development.

II. Essential Functions and Knowledge

1. Ability to demonstrate excellent interpersonal skills.
2. Ability to effectively communicate ideas and information in both verbal and written form.
3. Ability to work with governing boards, community groups and elected officials, and make presentations to them.
4. Knowledge of public library philosophy, principles, and procedures which will allow effective recommendations to the board and sound decision making when faced with a wide range of circumstances.
5. Ability to supervise staff and volunteers and delegate responsibility in an effective manner.
6. Ability to read and comprehend print information, including technical, statistical, and financial information.
7. Ability to locate and retrieve library materials in a variety of formats throughout the building, as well as from remote locations through networks including the Internet.
8. Ability to assist patrons with location and retrieval of materials or information by title, subject, and interest of library patrons.
9. Knowledge and ability to perform basic computer operations and troubleshoot problems, and to manage an automated circulation system and access external data bases.
10. Ability to understand and implement instructions and directions.
11. Ability to establish and maintain proper priorities and meet deadlines.
12. Ability to work within a confidential environment.
13. Ability to produce and maintain accurate files and reports.
14. Ability to use and manage office equipment including a telephone system, fax machine, copier, computers and security systems.
15. Ability to lift up to 40 pounds on a frequent basis (e.g. to retrieve books from outside book drop box, unload crates of interlibrary loan materials, accept delivery shipments of new library materials and supplies, pack and store materials for book sales, shovel snow and assist patrons with building evacuation in an emergency).
16. Knowledge and ability to type, sort and file.
17. Ability to work hours and assignments as required by the library board.

III. Required Education, Experience and Certification

Administrators of libraries with a municipal population under 3,000 must be eligible for at least Grade III certification from the Department of Public Instruction, State of Wisconsin. (Grade II if population over 3,000 Grade 1 if population over 6,000.)

Summary of minimum certification and educational requirements:

1. 54 semester credits, half of which shall be in the liberal arts and sciences, at a college or university approved by an accrediting association of more than statewide standing.
2. One course in Basic Library Management or Public Library Administration.
3. Prior to re-certification, three courses: Selection of Materials, Organization of Materials, and Reference and Information Services.
4. Maintenance of required Certification through necessary coursework and/or qualifying continuing education. (Currently 100 hours every 5 years.)

Summary of preferences:

1. At least three years of public library experience and community involvement.
2. Progressively responsible public library experience, or experience in a service institution with comparable demands and responsibilities, i.e., staff supervision, working directly with the public, working with governing boards or bodies.

IV. Town Specific Responsibilities (20% time)

Campground Services:

1. Responsible for taking reservations and marking reserved campsites.
2. Collection of money from campground, dump station and shower pay boxes.
3. Act as campground ambassador and provide information to campers
4. Document income and census of camper use.
5. Will require some after hours phone calls.

Civic Center & Park Services:

1. Responsible for scheduling and collection of payments for the use of the Civic Center and Park Pavilion.
2. Schedule cleaning of civic center as necessary for events.

Town Services:

1. Assist Public Works Director with paperwork and forms (ie monthly reporting and spreadsheet tracking)
2. Assist Clerk with various clerical and secretarial tasks as needed.

3. Assist Town Board with various clerical and secretarial tasks as needed.
4. Be the face of Town government and assist with directing questions/concerns to the appropriate person.

V. Benefits

Hours:

1. The library director must work Tuesday through Friday 10 am to 5pm.
2. Some campground duties may require evening phone calls or an occasional call-in in the case of emergency.

Insurance & Retirement:

1. Wisconsin Retirement System retirement contributions after 6 month probationary period.
2. Eligible for life and disability insurance (employee pays 15% of premium) after 6 month probationary period.
3. Eligible for health insurance (employee pays 15% of premium) after 6 month probationary period.
4. Eligible for dental coverage (Town reimbursement account) after 6 month probationary period.

Leave:

1. Vacation will be granted after 6 month probationary period. For the first year, 1 week of vacation is granted.
2. Sick leave will be granted after 6 month probationary period. For the first year, 1 week of vacation is granted.
3. 13 paid holidays.

Salary:

Starting salary is \$15.00/hour (negotiable based on experience). An additional \$1.80/hr will be earned upon successful completion of all required certifications.