

**CITY OF AMERY**  
**Position Description**  
**Library Director – Amery Area Public Library**

**Department: Library**

**Location: Amery Public Library**

**Immediate Supervisor: Amery Public Library Board of Directors**

**Classification: Salaried**

**Revision date: 1/2011**

This 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.

**I. GENERAL PURPOSE:** Under the direct supervision of the public library board of directors, the library director is responsible for the operations of the library and the development and implementation of its service program.

**II. SUPERVISION EXERCISED:** The director is responsible for the recruitment, hiring, supervision, evaluation, and termination (if necessary) of all library staff in conformity with library policy and state and federal laws.

**III. ESSENTIAL DUTIES AND RESPONSIBILITIES:** The duties listed below 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 for the position.

**A. Working with the Library Board**

1. Provide administrative support to the Board
2. Assist Board President in preparing agendas for monthly and special meetings – post as needed
3. Compile and distribute background materials for agenda items
4. Assist and encourage continuing education of Board members
5. Keep board informed about new programs and services to be considered
6. Provide orientation of new board members
7. Develop a draft version of the annual budget to be reviewed and approved by the Board
8. Present the approved budget to the City for their approval
9. Assist the Board in developing policies and procedures; implement policies and procedures
10. Bring issues facing the library to the Board with options and recommendations for dealing with the issues
11. Conduct ongoing evaluation of existing programs, services, policies and procedures and submit recommendations for improvement to the Board

**B. Public Service Activities**

1. Operate library with a philosophy of service which puts the needs of patrons first and respond to their needs in a positive, helpful, friendly and creative manner
2. Develop and oversee a variety of service programs designed to meet the needs of a diverse public by:
  - a. Preparation and distribution of bibliographies of popular topics and genre collections
  - b. Give tours of the library to schools, daycare groups and home schooling patrons

- c. Prepare interesting displays of an educational or cultural nature
  - d. Provide story time session for small children
  - e. Assist with teen and adult book discussion groups
  - f. Support a Summer Reading Program
  - g. Acquire special materials and provide accommodations to encourage use of the library by individuals with special needs
  - h. Develop a homebound service for residents unable to visit the library
3. Loan a wide variety of materials to users of all ages and provide reference and information services, public programming and access to electronic information
  4. See to it that all library services are designed to be accessible to everyone in the community including individuals with disabilities
  5. Maintain records showing all programs offered and number of attendees at the programs
  6. Conduct ongoing evaluation of existing library programs, services, policies and procedures and submit recommendations for changes to the Board.
  7. Investigate value, costs and logistics of adding new services, new media and new technologies
  8. Assist patrons in Reader's Advisory services and reference work
  9. Assist patrons with computer needs

### **C. Collection Development and Technological Services**

1. Select or direct selection of materials based upon a collection development policy which has been approved by the Board.
2. Review the development policy regularly to be sure it is consistent and up-to-date.
3. Oversee and participate in the acquisition, processing, and cataloging of these materials, after decisions have been made about which materials to add to the library's collection.
4. Oversee and participate in the circulation of library materials with other libraries in the system and in the state through inter-library loans.
5. Maintain a public catalog of materials of all materials in the collection
6. Process materials to provide appeal, protection and control
7. Develop and maintain a regular weeding schedule
8. Oversee shelving and organization of materials
9. Maintain current database of users including non-residents
10. Provide friendly and efficient assistance to users checking out materials and requesting information on specific topics
11. Requisition supplies and select materials for purchase
12. Maintain current knowledge of new developments in library technology

### **D. Supervise Staff and Implement Personnel Policies**

1. Hire employees and enforce personnel policies; evaluate and discipline employees
2. Conduct weekly staff meetings
3. Train staff
4. Facilitate staff continuing education – 10 hours of CEU per year.
5. Recommend improvements in staffing, organization, salaries and benefits to Board
6. Be responsible for the safety of all employees
7. Maintain confidential personnel records
8. Share personnel work hours with City
9. Create and maintain a positive work environment showing respect for all employees.

#### **E. Develop Budget and Manage Money**

1. Develop first draft of annual budget for City funding and present it to the Board
2. Present Board approved budget to City
3. Work with Board finance committee on annual budget for all expenditures
4. Submit all bills to the Board for monthly approval prior to payment
5. Report annually on library's financial position to State Library Department
6. Apply for grants
7. Account for donations and memorials; thank donors

#### **F. Develop Policies and Procedures**

1. List all policies and procedures in By-Laws addendum annually
2. Ensure policies and their implementation are provided in a consistent and fair manner
3. Develop new policies and procedures as needed and present to the Board for their approval
4. Enforce library rules to protect library property

#### **G. Plan for the Future**

1. With appropriate input from the Library Board, draft a long range / strategic plan for the library and monitor the plan's progress / implementation.
2. Be familiar with the planning tools developed by the WI Public Library Standards issued by the Division for Libraries, Technology and Community Learning
3. Develop a technology plan for the library

#### **H. Advocate and Promote the Library**

1. Plan and direct a public relations program promoting special events and new services at the library
2. Assist and guide volunteer groups (ie., Friends of the Library) wishing to help the library by promotions, fund raising, etc.
3. Represent the library at the system level and actively participate in professional library organizations
4. Report library activities at the monthly City meeting, in the newspaper and on the radio
5. Make presentations to local civic groups (Lions, Rotary, Historical Society, Woman's' Club, etc.)
6. Represent the library on community boards and committees

#### **I. Manage the Library Facility**

1. Oversee the care and maintenance of the library facility and grounds
2. Assure that all library interior areas are clean and clutter free
3. Supervise custodial staff
4. Review building needs and report them to the Board

#### **J. Record Keeping**

1. Prepare annual state report for review and approval by the Board
2. File statistics with Polk County Library Federation to get Act 150 money

3. Prepare other requires reports in a timely manner

**IV. WORKING CONDITIONS:**

**A. Physical Demands of the Position**

1. Ability to work in confined spaces
2. Ability to bend / twist / reach
3. Far vision at 20 feet or further; near vision at 20 inches or less
4. Fingering: keyboarding, writing, filing, sorting, shelving and processing
5. Handling: processing, picking up and shelving books
6. Lifting and carrying 50 pounds or less
7. Pushing and pulling objects weighing 300-400 pounds on wheels
8. Sitting, standing, walking, climbing, stooping, kneeling and crouching
9. Talking and hearing; use of telephone

**B. Environmental / Working Conditions:** Flexible working hours – frequent evening and weekends

**C. Equipment Used:**

Audio-visual equipment, book truck, calculator, camera, cash register, copy machine, fax machine, library automation system, microfilm/fiche reader/printer, telephone, TDD/TTY, typewriter, computer

**D. Educational Requirements:**

1. Bachelor's degree from a liberal arts program
2. Grade 3 Wisconsin Public Library Certification (Grade 2 if population is over 3,000)
3. Maintain required certification through necessary course work and/or qualifying continuing education
4. Three years of progressively responsible public library experience, or five years of experience in a service institution with comparable demands and responsibilities (ie., staff supervision, working directly with the public, working with governing boards or bodies
5. Proficiency in use of automated databases, word processing functions and basic internet access

**V. CITY OF AMERY PERSONNEL POLICIES:**

1. This position is bound by the personnel policies set forth in the City of Amery Personnel Policies manual.

**VI. SELECTION GUIDELINES:** Formal application, rating of education and experience; oral interview and reference check.

Approved by the Board of Trustees of the Amery Area Public Library, January 9, 2012