

<b>Title of Position:</b> Library Director – Ethel Everhard Memorial Library	<b>Employment Category:</b> Full-Time (12 months)
<b>Reports to:</b> Library Board	<b>Classification:</b> Hourly Flexible working hours – with evenings and weekends

### GENERAL NATURE OF POSITION

The Director is responsible for the operation of the Ethel Everhard Memorial Library under policies established by the Library Board.

Library programs are provided within the appropriations approved in the annual budget by the Village Board, the Marquette County Board, and other income sources.

This position requires a minimum of 54 semester hours, half of which must be in the liberal arts and sciences, including or supplemented by courses approved by the State Division of Libraries in selection of materials, organization of library materials and reference and information services. Grade 3 Wisconsin Public Librarian Certification or eligibility for temporary certification. Complete regular certification requirements within 4 years of hire date, tuition paid for by employer.

### DESCRIPTION OF DUTIES

#### Administrative

- Provide administrative support to the Board
- Preparing agendas for regular and special meetings – post as needed
- Compile and distribute background materials for agenda items
- Keep the board informed about new programs and services to be considered
- Develop a draft version of the annual budget to be reviewed and approved by the Board
- Bring issues facing the library to the Board with options and recommendations for dealing with the issues
- Conduct ongoing evaluation of existing programs, services, policies & procedures, and submit recommendations for improvement to the Board
- Submit all bills to the Board for approval
- Apply for grants
- Account for donations and memorials and thank donors
- Maintain a current database of users including non-residents
- Report annually to the Wisconsin Department of Public Instruction
- Ensure policies and their implementation are provided in a consistent and fair manner

- Develop new policies as needed and present to the Board for their approval
- Develop procedures based upon Board –approved policies
- Enforce library rules to protect library property
- Hire, train, and supervise all library personnel
- Be responsible for the safety of all employees
- Maintain confidential personnel records
- Create and maintain a positive work environment showing respect for all employees
- Be familiar with the Wisconsin Public Library Standards
- Develop a technology plan for the library

### **Public Service Activities**

- Develop and oversee a variety of programs designed to meet the needs of the public
- Ensure that a wide variety of materials is available to users of all ages and provide reference and information services, public programming, and access to electronic information
- Maintain records showing all programs offered and the number of attendees at the programs
- Conduct ongoing evaluation of existing library programs, services, policies & procedures and submit recommendations for changes to the Board
- Assist patrons in reader’s advisory services and reference work
- Assist as needed with circulation desk duties, which include but are not limited to checking in and checking out materials; receiving and recording fees; library card registration; answering phones and assisting patrons
- Ensure that the Story Walk is updated monthly and in good condition

### **Collection Management**

- Select or direct selection of materials based upon a collection management policy which has been approved by the Board
- Oversee the acquisition, processing, and cataloging of these materials, after decisions have been made about which materials to add to the library’s collection
- Oversee the circulation of library materials with other libraries
- Oversee shelving and organization of materials
- Requisition supplies and select materials for purchase

### **Promote the Library**

- Promote collaboration in the community between local business, industry, and schools
- Plan and direct a public relations program promoting special events and new services at the library
- Maintain the library website and Facebook with current programs and materials
- Assist and guide volunteer groups (e.g. Friends of the Library) wishing to help the library through promotions, fundraising, etc.
- Represent the library on community boards and committees