

# **G.E. Bleskacek Family Memorial Library**

## **City of Bloomer**

### **Job Description**

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**Position Title:** Library Director

**Department/Location:** Public Library

**Reports to:** Library Board

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#### **Position Summary:**

The Library Director is responsible for managing the programs and services of the G.E. Bleskacek Family Memorial Library. This includes implementing Library Board policies and directives, personnel management, facilities management, collection management, planning and evaluating library plans, supervising the delivery of library services and recommending new and revised policies.

#### **Qualifications:**

**Education:** A bachelor's degree is required, a Master's Degree from an ALA accredited institution in Library and Information Science is preferred. Must be eligible for and pursue a Grade II Wisconsin Public Librarians certificate as issued by the Department of Public Instruction.

**Experience:** Prefer 1-3 years of public library experience including experience with supervising staff and public library administration.

#### **Job Functions:**

##### **Director Duties**

- Manage library personnel so that they are efficient at meeting patrons needs while providing services in a manner which is helpful, friendly, and patron oriented. Examples of tasks include: hiring staff, training staff, work assignments, determine priorities, set deadlines, set or approve work schedules, evaluate employee work performance, give feedback, recommend employee compensation, recommend promotion or termination of employees, conduct staff meetings, communicate information, and provide policies and equipment that enable employees to perform their duties.
- Perform or oversee collection development and cataloging functions so that patrons are satisfied with services and materials available.
- Coordinate and provide leadership to long range planning process involving staff and Library Board resulting in a program of service that meets community needs. Examples of tasks include: staff meetings, obtain and present statistics, forecasting, cost analysis, solicit input, monthly updates, evaluate whether past objectives have been met and participate in goal setting or objectives for future planning period.

- Perform as liaison between Library and City of Bloomer, area townships, IFLS Library system, and Friends of the Library to assure that positive working relationships are maintained. Examples of tasks include: attend regular and ad hoc meetings, respond to questions, research initiatives, provide data, discuss funding needs and program initiatives, solicit input and feedback, represent interests of the Library, coordinate resource sharing and promote library services.
- Perform financial management of the Library. Examples of tasks include: prepare and recommend annual budget designed to support library operations, answer questions, research issues, coordinate expenditures within budget, review bills for payment, record expenditures, perform statistical analysis of operations and present reports to the Library Board to inform about Library activities and financial status/budget.
- Supervise the provision of library services to the community resulting in patron satisfaction and increased use. Examples of tasks include: receive requests for services and exceptions to policies, library system meetings, supervise day-to-day operations, assist other staff in providing reference and reader's advisory services, oversee facility planning and maintenance, oversee obtaining of necessary equipment and supplies, establishing and monitoring patron service standards.
- Instruct patrons in the use of online catalog, the computers and computer resources, copier, and other equipment to promote use of these resources.
- Perform or oversee in-house programming to promote literacy and library resources to the community. Examples of tasks include: plan, schedule, and implement and evaluate programs, perform marketing activities to promote library services and programs, creating promotional materials, updating website, employing social media, and speaking to community groups.
- Perform outreach services in the community resulting in increased which will increase circulation statistics and involvement in exposure to the Library by a greater number of people and forge relationships with other community organizations. Examples of tasks include: school visits, participation in local service organizations.
- Prepare monthly agenda and report for Library Board Meeting.
- Attend required meetings and participate actively in any work group or committee assignments.
- Assist with projects and other assignments that facilitate efficient library operations and provide patron services. Examples of tasks include: assist at circulation desk when needed, computer records, and reports.
- Perform additional administrative functions in support of library operations. Examples include: write public relations articles for newsletter/newspaper or other media, seek grants, participate in planning for facility changes.
- Maintain knowledge and skills in library systems, community/board relations, employee relations, reference services, collection development, and library procedures.

**Personal Attributes Required:**

- Must have thorough knowledge of reference and information sources, related software, circulation/library system services, related software/systems, online catalog, computers, the internet, policies and procedures.
- Must be pleasant, helpful, well organized and detail oriented.
- Must be tactful, patient and diplomatic in dealing with patrons and employees.
- Must demonstrate the ability to establish and maintain effective relationships by using appropriate interpersonal skills.
- Must be able to represent the Library in dealings with other library professionals and community leaders, often in an environment which requires reaching acceptable compromises.
- Must understand the need for teamwork, timeliness, accuracy and service and be able to impart this understanding to employees.
- Must be able to assume responsibility and work with a high level of independence.

**Essential Physical/Mental Requirements:**

- Must be able to stand, kneel and walk for prolonged periods, with or without back support.
- Must be able to perform medium work, frequently lifting 30 pounds and infrequently lifting or pushing more than 50 pounds without assistance.
- Must be able to communicate effectively with library patrons and employees both in person and over the telephone to provide information and assistance.
- Must be able to move throughout the facility.
- Must be able to reach in all directions and bend/stoop to use library/office equipment and shelve materials.
- Must have dexterity and hand/eye coordination necessary to use keyboard, circulation system, office, and audio/visual equipment.
- Visual activity requires the ability to tolerate periods of close paperwork and use of computer screen.
- Hearing activity requires the ability to participate in numerous conversations throughout the work day both in person and over the telephone.
- Must be able to complete job duties in an environment where some background noise and frequent interruptions are the norms.
- Must be able to use proper grammar, spelling, punctuation and basic math.
- Must be able to communicate effectively both orally and in writing, follow instructions, and be able to comprehend complex written material or directions.

*The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*