

**Job Title:** Spring Green Community Library Director

**Job Summary:** Under the direct supervision of the Spring Green Community Library Board of Trustees, the director will serve as chief executive officer of the library, implement library policies and projects, and provide leadership for improving public library service to the community.

**Qualifications:**

Required:

- Wisconsin Grade 3 Public Library Certification
- 3 years of progressively responsible library experience.

Preferred:

- An MLS from an ALA – accredited University
- Previous experience as a public library director

**An ideal candidate would exemplify the following:**

Commitment to the mission and philosophy of public library service.

Excellent leadership skills.

Excellent communication and interpersonal skills.

Ability to work effectively with library trustees, elected officials, and community groups.

Ability to supervise and motivate library staff and volunteers.

**Principal Activities:**

**1. Work with the library board**

As the library's director, you report to the library's board of trustees which has the legal responsibility for governing the library and hiring the library's director. You will provide administrative support to the library board. You will normally assist the library board president in preparing the agenda for board meetings by preparing an initial draft of the agenda. You will compile and distribute background materials for items on the agenda. You will have a responsibility for keeping the library board informed of successes, and

issues relating to the library as they arise and presenting options and recommendations for dealing with those issues. You will assist in and promote the continuing education of board members and orient new board members. You will assist the library board in the development of the library's annual budget and in justifying the budget to municipal officials. You will assist the library board in the development of library policies and work with the board in establishing goals for continued success.

## **2. Public Services**

You will help develop and oversee a variety of services designed to meet the needs of a diverse community. You are expected to operate the library under a philosophy of service which puts the needs of library users first and responds to those needs in a positive, helpful, and friendly manner. In addition to the lending of a wide variety of materials to users of all ages, the library provides reference and information services, public programming, and access to electronic information. Library services are designed to be accessible to everyone in the community including individuals with various types of disabilities.

## **3. Collection Development and Technical Services**

You will be expected to direct the selection of a collection of library materials that meets the needs of our community. It is important that you and the library board review the collection development policy regularly and make sure that it is consistent with current practice and otherwise up to date. After decisions have been made about which materials to add to the library's collection, you will be expected to oversee and participate in the acquisition, processing, and cataloging of these library materials. You will also oversee and participate in the circulation of library materials. Our library, as a member of the South Central Library System, will be expected to share materials with other libraries in the system and in the state through interlibrary loan.

## **4. Supervise staff and volunteers and implement personnel policies**

You will be responsible for the hiring and supervision of library employees and the enforcement of personnel policies established by the library board. This includes the evaluation and disciplining of employees if necessary. You will be expected to carry out tasks related to personnel in conformity with state and federal laws. You will also be responsible for training other staff members and for facilitating their continuing library education.

## **5. Develop the library budget and manage the library's money**

Each year the library must develop a budget for the next fiscal year (January 1-December 31) and present that budget to the Board of Trustees. It will be your responsibility to prepare and present the initial budget for consideration by the library board. Once the library has an approved budget, it will be your responsibility to manage the library's finances so that expenditures stay within the approved budget. Bills to the library must be submitted each month for approval by the library board. You will be

required to maintain accurate and up-to-date financial records and to report on the library's financial position in the library's annual report to the state Division for Libraries and Technology.

## **6. Develop policies and procedures for the library**

Day-to-day library services and operations are carried under policies approved by the library board and under procedures which have been developed by the staff to implement those policies. Effective policies and procedures ensure that library services are consistent, fair, in compliance with local, state, and federal laws, and in the public's interest. You will be responsible for the initial development of policies for consideration by the library board and for creating procedures to administer these policies effectively and efficiently. You will be responsible for making sure that both policies and procedures are kept up to date.

## **7. Plan for the library's future**

Your library and its services will be constantly changing and evolving. To ensure that these changes are occurring in a way that services to the public are improving, it is essential that the library plan for the future. You and the library board are responsible for developing a strategic plan in conjunction with the library community.

## **8. Advocate and promote the library**

The effectiveness of the library and the way the library is viewed by the community are significantly influenced by the way you and others advocate and promote the library in the community. To effectively advocate and promote the library, you need to be both active in and informed of what is happening in your community. Effective library advocacy and public relations require a coordinated effort by the library director, the library staff, the library board, the library's Friends of the Library organization, and library users.

## **9. Manage the library facility**

You will be expected to oversee the care and maintenance of the library facility and grounds. It will be your responsibility to determine problems and needs relating to the library facility and its grounds and to bring these to the attention of the library board and the village.