

Rio Community Library

Job Description: Librarian, Library Director

Supervisor: Library Board of Directors

Hours of Work: 35 hours per week

**Typical Responsibilities of Position:**

Administers, directs, and conducts the programs and services of the library subject to the policies, goals, and objectives of the Library Board.

**Duties/Examples of Work:**

- Prepares Library Board agendas with the cooperation of the Board President and notifies Board of scheduled meetings and submits monthly reports to the Board.
- Develops the annual library budget proposal for review by the Library Board and participates in its presentation to municipal officials. Expends funds within established procedures.
- Develops and submits the library's policies and long-range goals and objectives as established by the Board.
- Prepares the library's annual report, including the collection of statistics and financial accounting.
- Evaluates community needs and uses findings to guide the work of the library, relating goals and objectives.
- Oversees the development and delivery of programs for all ages.
- Recruits, selects, hires, trains, supervises, evaluates, and terminates library staff and/or volunteers. Schedules library employees and/or volunteers and assigns routine duties. Plans and conducts regular staff and/or volunteer meetings.
- Works with municipal and state government officials to meet the needs of the library and works with special groups in an advisory capacity.
- Participates with fundraising activities in conjunction with the Library Friends and Board.
- Writes grant applications to improve library services.
- Oversees maintenance of library collection: selecting, purchasing, cataloging, and withdrawing. Constructs a collection development plan and timeline.
- Represents the library at the system level and as a member of professional library organizations.
- Employs principles of community engagement while acting as the representative for the library in the community and in local organizations.
- Plans and administers the library's public relations plan, including the development of promotional materials and projects.
- As a member of the Library's staff, must be able to perform tasks generally performed by other staff members, including:
  - Conducting library services and programs.
  - Providing reader's advisory, reference, and other patron assistance services.
  - Registering patrons and issuing patron cards.
  - Cataloging and processing materials for circulation.
  - Performing book maintenance and repair tasks.
  - Weeding shelves and performing inventories.
  - Performing all circulation desk activities, including checking items in and out, and interlibrary loan requests and orders.
- Performs other duties as required by the Library Board.

**Knowledge and Ability:**

- Knowledge of library techniques, methods, and procedures as they apply to public library administration.
- Ability to hire, train, supervise, and discipline employees, coordinate and delegate workloads and work schedules, evaluate work performance and maintain high standards of library service.
- Knowledge of the community in which the library is located. Understanding of the unique nature of rural and/or small communities and their libraries.
- Ability to organize, plan and direct the growth and development of the library.
- Ability to establish a positive working relationship with the library trustees, staff and volunteers, the library system and member libraries, area school district, local service organizations, village, county, and state officials and the general public.
- Ability to gain a working understanding of current and developing technologies as they relate to public library operations and services.
- Proficiency with computers, Microsoft Office Suite, internet, and digital communications.
- Communication skills: effectively communicate ideas and information both in written and oral form.
- Analytical skills: identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information, resources available when making decisions.
- Problem-solving skills: develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; refer problems to Library Board when necessary.
- Planning and Organization skills: develop long-range plans to solve complex problems or take advantage of opportunities; establish systematic methods of accomplishing goals.
- Creative Decision Making: evaluate or make independent decisions based upon experience, knowledge or training, without supervision.
- Time Management: set priorities in order to meet project deadlines.

**Environmental/Working Conditions:**

- Inside work environment with outdoor learning/program space. Travel to meetings outside the library is required.
- Flexible work hours. Evening and weekend hours may be necessary for meeting attendance, or to maintain general hours of operation.

**Equipment Used:**

Computer equipment including workstations, monitors, printers, and scanners; calculator; copy machine; fax machine; telephone; audiovisual equipment including cameras and digital projectors; building systems including security and HVAC systems.

**Education and Experience:**

- Required: 54 semester credits
- Required: Grade 3 Wisconsin Public Library Certification within two years of employment
- Preferred: Bachelor's degree or Master of Library Science from an ALA-accredited institution, Recent MLIS graduates are welcome to apply.
- Preferred: Previous library experience in a supervisory position.