

## **City of Portage**

### **Job Description**

**Job Title: Library Director**

**Department: Portage Public Library**

**Reports To: Library Board**

#### **SUMMARY**

Under general supervision of the library board, administers the operations of the Portage Public Library for the city and provides administrative assistance and consultation to the Columbia County Library Board and the libraries in Columbia County.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES** (Other duties may be assigned)

- Acts as library board's executive officer: prepares library board meeting agendas and necessary reports in cooperation with the library board president and notifies trustees of scheduled meetings; informs and advises the library board as to local, regional, state and national developments in the library field; serves as chief consultant to the library board in regard to technical matters and library choices; directs and supervises the maintenance of the library building and grounds.
- Performs administrative functions: develops, implements, evaluates and/or oversees all library programs, policies, plans, and procedures; develops annual library budget proposal for review by the library board and participates in its presentation to local officials; monitors expenditures consistent with budget and available funds; prepares annual reports as required by various governing entities; conducts long range planning; plans, conducts, and attends meetings.
- Performs supervisory duties: recruits, selects, supervises, evaluates, and terminates all library staff in conformity with regulations; oversees staff training program; recommends improvements in staffing, organization, salaries, and benefits to the library board. Plans and conducts regular staff meetings.
- Manages the library's collection of materials: oversees the library's ongoing collection development plan and supervises the selection, purchase and withdrawal of library materials in accordance with that plan.
- Performs public relations for the library: develops and administers the library's overall public relations plan; engages in community and media relations; relates library objectives to community needs, and represents the library on community boards and committees; represents the library at the system level and actively participates in other professional library organizations.
- Serves as Columbia County Resource Librarian: provides administrative assistance to the county library board; serves as library consultant for the county library board and other

libraries within the county; develops county library budget; prepares and presents county annual report to the Columbia County Board of Supervisors in cooperation with the county library board; coordinates long range planning; attends county library board and library directors meetings.

### **KNOWLEDGE AND ABILITIES**

1. Ability to establish and maintain effective working relationships with library trustees and staff, volunteer groups, local and state officials, the general public and community groups.
2. Ability to foster and maintain positive public relations for the library within the community.
3. Ability to gain a working understanding of current and developing technologies as they relate to public library functions and services.
4. Ability to guide and direct the growth and development of the library.
5. 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.
6. Ability to maintain confidentiality of library patron information.
7. Ability to interpret statistical data, analyze information, evaluate programs and prepare clear and concise reports and recommendations.
8. Ability to understand, develop, interpret and enforce library policies, rules, and procedures and to make recommendations to the library board.
9. Broad understanding of modern library techniques, methods and procedures as they apply to public library administration.
10. Mobility: travel to meetings outside the library.
11. Willingness to maintain skills in above-mentioned areas through active participation in appropriate continuing education activities.

### **EDUCATION AND EXPERIENCE**

Master of Library Science (or equivalent) from an American Library Association accredited institution and five years of related experience and/or training.

### **LANGUAGE/COMMUNICATION SKILLS**

1. Ability to read, analyze, and interpret the most complex documents.
2. Ability to respond effectively to the most sensitive inquiries or complaints.
3. Ability to write speeches or articles using original or innovative techniques or style.
4. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

### **MATHEMATICAL SKILLS**

1. Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
2. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

## **REASONING ABILITY**

1. Ability to apply technical knowledge.
2. Ability to deal with several abstract and concrete variables.
3. Ability to interpret an extensive variety of technical regulations and instructions.
4. Analytical Skills: identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
5. Creative Decision-making: effectively evaluate or make independent decisions based on experience, knowledge or training.
6. Planning and Organizational Skills: develop long-range plans to solve complex problems or take advantage of opportunities; establish systematic methods of accomplishing goals.
7. Problem-solving Skills: develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring.
8. Time Management: set priorities in order to meet assignment deadlines.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

1. Eligibility for Grade I Public Librarian Certification by the State of Wisconsin.
2. Must possess a valid Wisconsin Drivers License.

## **PHYSICAL DEMANDS**

1. Ability to work in confined spaces.
2. Bending/twisting, and reaching.
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 the telephone.

**ENVIRONMENTAL/WORKING CONDITIONS** (Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

1. Flexible work hours; frequent and evening and weekend hours.
2. Occasionally exposed to high, precarious places and outside weather conditions.

## **EQUIPMENT USED**

Computer, tablet, smartphone, audiovisual equipment, book cart, calculator, fax machine, library automation system, microfilm reader, photocopier, scanner, multi-line telephone.