

Lester Public Library of Rome

Library Director/ Administrator

Position Description

POSITION OVERVIEW: Under the direct supervision of the public library board of trustees, the library director is responsible for the operations of the library and the development and implementation of its service program. The Library Director Position is a salaried full time position, 40 hours per week with benefits and is not eligible for overtime compensation.

Responsibilities and duties:

1. Know and keep up-to-date with library concerns; local, county, system, state and federal levels by reading, attending meetings, workshops and classes.
2. All phases of librarianship and literature:
 - a. Collection development of all materials (books, periodicals, audio visual) selection, purchasing, cataloging, processing of material for loan, repair of materials, review of collection for outdated material and withdrawal from the collection.
 - b. Material record management using the integrated library system software.
 - c. Patron application for library card, confidential patron record management and monitor patrons in the library.
 - d. Circulation of materials and collecting materials when they become overdue.
 - e. Reference service for walk-in, social media and telephone inquiries.
 - f. Inventory and collection management.
3. Plan the budget and administer it. Prepare monthly vouchers for payment and payroll and submit to town officials on a prescribed schedule. Keep records of all financial transactions.
4. Prepare financial, statistical and service reports for the library trustees and town board, the library system and the State of Wisconsin Dept. of Public Instruction by month, semi-annual and annual.
5. Prepare library staff work schedule.
6. Select, train, and supervise all non-professional staff with approval of the library board.
7. Evaluate staff on appropriate intervals and report to library board.
8. Develop, review and implement, with board approval any library relevant policies.
9. As a public relations person talk to local groups, businesses, create displays, booklists, and press releases. Plan for development of library services and cooperate with other libraries and library systems. Meet with town officials and governing bodies as needed.
10. Plan a variety of programs including but not limited to the summer reading program, children's literacy, young adult programs, and adult programs that the public requests.
11. Know how to use and troubleshoot all equipment (automated circulation system, computers, email, social media, printers, networks, copy/fax, telephone, projectors, and camera). When necessary utilize additional tech support from outside sources (South Central Library System Help Desk, Solarus, etc.)
12. Proficiency in MS Office, Office 365 email, an automated library system and QuickBooks or similar software.

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13. Oversee maintenance and appearance of the library and grounds.

QUALIFICATIONS OF LIBRARY DIRECTOR/ADMINISTRATOR:

1. Grade 2 Department Public Library Certification. MLIS degree from accredited college. Recent MLIS graduates may apply.
2. Excellent interpersonal skills and ability to effectively communicate ideas and information.
3. Ability to supervise library staff and building operations.
4. Computer and office equipment skills.
5. Knowledge of public library philosophy, principles, and procedures.
6. Ability to lift up to 40 pounds on a frequent basis (e.g., to retrieve books from book drop, load and unload baskets of interlibrary loan materials, accept delivery shipments of new library materials and supplies, shovel snow under 2", and assist patrons with building evacuation in an emergency.)

Grade 2 Certification: Administrators of municipal, joint and county libraries with a municipal, joint municipal or county population between 3,000 and 5,900 are required to hold at least grade 2 certificate.

The educational requirements for grade 2 certification are a Bachelor's Degree plus twelve semester credits for the following courses:

- Public Library Administration
- Advanced Library Administration
- Selection of Materials
- Organization of Materials
- Reference and Information Services

After these courses have been completed, individuals certified at grade II must participate in 100 contact hours of continuing education in the five-year period prior to re-certification.