Lester Library of Rome  
Library Director Job Description 2023

The library director position is an exempt salaried position and is not eligible for overtime compensation. This position is full time (40 hours per week), and work hours include weekdays, some Saturdays and evening hours. The total compensation package includes a salary depending on experience and qualifications, and an excellent benefits package, including health, dental, vision, life insurance, a health savings account, Wisconsin Retirement System pension, paid time off and sick leave.

Mission: To provide quality, high-interest materials and services which fulfill educational, informational and recreational needs of our community and surrounding areas.

The library director contract runs from January 1 to December 31. Salary and benefits will be prorated for a director hired mid-year.

Job Title: Library Director

Job Summary: The library director is responsible for the operations of the library and the development and implementation of its service program under the direct supervision of the public library board of trustees. This includes:

- Assisting the board with strategic planning and policy development and managing all library resources, including human resources
- Organizing the acquisitions, access, storage and control of collections
- Designing and implementing services and programs for users of all ages
- Overseeing the maintenance and safety of the library building and grounds
- Hiring and supervising all assistants, substitutes and volunteers who work in the library

Reports to: Board of Trustees - Lester Library of Rome

Qualifications

- Bachelor’s degree required; prefer a Master's degree from a library school program accredited by the ALA in library science
- Must be eligible for a Grade II library certification within two years of employment
- Minimum three years of library management experience preferred
- Must have a valid driver’s license and the ability to travel to meetings and conferences
- Maintenance of required certifications through necessary coursework and/or qualifying continuing education
Administrative Responsibilities

● Provide administrative support to the library board
● Assist the library board president in preparing the agenda for board meetings by preparing an initial draft of the agenda
● Compile and distribute background materials for items on the agenda
● Keep the library board informed of issues and problems relating to the library
● Assist in and promote the continuing education of board members
● Orient new board members
● Assist the library board in the development of the library's annual budget and in justifying the budget to town officials
● Assist the library board in the development of library policies
● Prepare State annual report for review and approval by the library board
● Inform and advise the library board as to local, regional, state and national developments in the library field
● Work to maintain communication with other area libraries and the library system
● Prepare news releases and submissions to the media to announce new or special services and events that spotlight the library
● Prepare grant applications when grant opportunities are offered to supplement local funding of library operations and development
● Conduct ongoing evaluations of existing library programs, services, policies and procedures, and submit recommendations for improvements to the library board
● Operate the library under a philosophy of service which puts the needs of patrons first and responds to those needs in a positive, helpful and friendly manner

Collection Management

● Maintain an up-to-date collection to address patron needs
● Oversee and participate in the acquisition, processing, and cataloging of library materials
● Share materials with other libraries in the system and in the state through interlibrary loan
● Maintain an accurate and up-to-date database of user registrations and activities, including information adequate to support reimbursement requests for nonresident borrowing
● Help develop and oversee a variety of services designed to meet the needs of a diverse public
● Provide reference and information services, public programming and access to electronic information, in addition to the lending of a wide variety of materials to users of all ages
● Assist patrons in checking out materials, requesting directional or community information or seeking materials or information on specific topics
● Maintain records showing all programs offered and number of attendees at each program

Personnel Management

● Hiring and supervise library employees and enforce personnel policies established by the library board and the Town of Rome
● Train other staff members and facilitate their continuing library education
● Delegate responsibilities to appropriate staff as needed
● Conduct regular staff meetings to encourage participation
Finances
● Prepare the annual budget for consideration by the library board and the Town of Rome
● Receive and expend library funds according to the budget
● Maintain accurate and up-to-date records showing the status of library finances

Community Outreach
● Promote the library through outreach services
● Promote library advocacy and public relations using a coordinated effort of the library director, the library staff, the library board, the Friends of the Library organization, and library users.
● Assist and guide local volunteer groups (e.g., Friends of the Library) who wish to help with library promotion, fundraising and enhancement of services

Facility Management
● Oversee the care and maintenance of the library facility and grounds to ensure a safe environment for staff and patrons in cooperation with the Public Works Department
● Coordinate with the public works department to contract services as needed
● Ensure that the library environment is both pleasant and conducive to learning
● Ensure that the facilities and services meet patron needs

Professional Meeting, Membership, Certification
● Become a member of the WLA and ALA within six months
● Attend all library and town board meetings as required
● Attend SCLS meetings
● Maintain library director certification by completing required five-year renewal

Abilities Needed
● Effectively communicate ideas and information in both verbal and written form
● Work with governing boards, community groups and elected officials and make presentations to them
● Maintain current knowledge of public library procedures which allow effective recommendations to the board and sound decision-making when faced with a wide range of circumstances
● Read and comprehend print information, including technical, statistical and financial information
● Locate and retrieve library materials in a variety of formats throughout the building, as well as from remote locations through networks, including the Internet
● Understand and implement instructions and directions
● Establish and maintain proper priorities and meet deadlines
● Work within a confidential environment
● Produce and maintain accurate files and reports
● Lift up to 40 pounds on a frequent basis (e.g., to retrieve books from outside book drop box, unload crates of interlibrary loan materials, accept delivery shipments of new library materials and supplies, pack and store materials for book sales, shovel snow and assist patrons with building evacuation in an emergency)
● Work through frequent interruptions
Technology Responsibilities

- Use and manage office equipment (telephone system, fax machine, copier, computers, email, social media, printers and security systems)
- Type, sort and file
- Manage an automated circulation system and access external data bases
- Perform computer operations and troubleshoot problems
- Be proficient with SCLS software within six months of hire
- Assist patrons with technology questions
- Be proficient in Microsoft Office products including Excel, Word and Outlook
- Use technology needed for day to day operations

Other duties as assigned by the library board or needed for library operation.

I have read and understand this job description.

Library Director _________________________________________ Date ______________

Board President __________________________________________ Date ______________