

**Crandon Public Library**  
**JOB DESCRIPTION**

**TITLE:** Library Director

**REPORTS TO:** Library Board of Trustees

**QUALIFICATIONS:** Wisconsin Department of Instruction  
Grade III Public Librarian Certificate

**Position summary:** To manage the day-to-day operations of the Library and the development and implementation of its service programs, and to provide leadership and advocacy for equitable library service. Some evening and weekend hours apply.

## **Essential Duties**

### Administrative Services

1. Act as the Library Board's executive officer.
2. Implement the policies of the library as established by the Board.
3. Prepare the draft of the annual library budget for Board discussion and approval.
4. Participate in the presentation of the adopted budget to local officials.
5. Receive and expend library funds according to established guidelines, and accurate and up-to-date records showing the status of library finances.
6. Recruit, select, hire, supervise, evaluate, and terminate if necessary, library staff in conformity with library policy and state and federal law (and any applicable local civil service regulations and/or union contracts).
7. Prepare Library Board meeting agendas and necessary reports in cooperation with the Library Board president, and notify Board members of scheduled meetings.
8. Prepare the state annual report for review and approval by the Library Board.
9. Inform and advise the Library Board as to local, regional, state, and national developments in the library field and work to maintain communication with other area libraries and the library system.
10. Works cooperatively with the City of the Crandon, the Forest County Library Board and the Forest County Board of Supervisors.
11. Attend meetings in which library representation is required/needed.

## Collection Management

1. Select or direct the selection of materials for all media and all age groups, based on the library's approved collection "Development Policy."
2. Develop and maintain a regular weeding schedule.
3. Periodically review the collection "Development Policy" and make recommendations to the Library Board for revisions.
4. Oversee the shelving and organization of materials.
5. Maintain an accurate and up-to-date database of user registrations and activities, including information adequate for reimbursement requests for nonresident borrowing.
6. Serve as the Library's representative to the VCat council

## Service and Service Promotion

1. Develop and execute an array of service programs to address the various needs of users and to make the library more accessible to all.
2. Provide friendly and efficient direct assistance to users checking out materials, requesting directional or community information, or seeking materials or information on specific topics.
3. Prepare news releases and submissions to the media to announce new or special services and events that spotlight the library.
4. Maintain online library presence via library website and social media.
5. Assist and guide local volunteer groups (e.g., Library Friends) who wish to help with library promotion, fundraising, and enhancement of services.
6. Prepare grant applications, when grant opportunities are offered, in order to supplement local funding of library operations and development.
7. Maintain records showing all programs offered and number of attendees at each program.
8. Continually investigate the value, costs, and logistics of adding library services, new media, and new technologies in order to keep the library current and proactive in its service provision to the public.
9. Conduct ongoing evaluations of existing library programs, services, policies, and procedures and submit recommendations for improvements to the Library Board.

## Facilities Management

1. Oversee care and maintenance of the library building and grounds.
2. Oversee the work of custodial staff.
3. Regularly review building needs and advise the Board in its planning for future expansion or development.
4. Assess the adequacy of existing facilities in regard to the provision of automated services.

The Crandon Public Library Board has reviewed this job description to ensure that essential functions and other responsibilities have been included. It is not intended to serve as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by the Library Board as deemed appropriate and as needs change.

**Knowledge:** Current, comprehensive knowledge of the principles and practices of Library Science, including cataloging and classification; reference and research; reader's advisory; collection development; library information networks; censorship and copyright laws; library automation and technologies; electronic and web-based resources; data and patron privacy laws; and public library management and marketing. Knowledge of accepted supervisory and personnel management practices and the ability to use them effectively. Knowledge of the principles and practices of budget development and administration.

**Skills & Abilities:** Skill in communicating effectively both orally and in writing. Skill in the use and application of library technologies and equipment, and use of computers. Skill in effectively managing multiple projects. Skill in managing the daily operations of a library. Skill in developing and maintaining effective working relationships with Library and City staff, the Library Board, professional organizations, other outside agencies, and the general public. Skill in organizing, analyzing, and evaluating data to formulate and execute plans. Skill in making public presentations and in public media relations.

- Ability to estimate costs and prepare budget projections.
- Ability to analyze and effectively solve problems.
- Ability to analyze and evaluate operations, procedures and policies.
- Ability to plan, organize, assign, coordinate and manage activities of the library staff.
- Ability to maintain a positive and flexible approach to changing needs within the community and to a changing information environment.
- Ability to work effectively in collaborative groups.
- Ability to effectively use computers and standard applications software.

**General Core Competencies:** Communication, Cooperation and Teamwork, Commitment to Quality, Customer Service, Professionalism, Critical Thinking and Problem Solving.

- Communication- Uses communication styles and methods effective for the situation and audience.
- Cooperation and Teamwork-Works effectively with diverse teams to achieve collective goals.
- Commitment to Quality-Improves work practices to achieve desired results.
- Customer Service-Ability to respond to patrons and anticipate their needs.
- Professionalism- Meets or exceeds workplace guidelines, standards and specifications.

- **Critical Thinking and Problem Solving-** Demonstrates the ability to make decisions, identify, analyze and solve problems, and take action as appropriate.

**Position Evaluation Factors:**

**Organization Contacts:** Library patrons, library staff, City of Crandon staff, Crandon Public Library Foundation, Crandon Area Historical society, Friends of the Crandon Library, additional partner and stakeholder groups, and the Library Board.

**Education and Experience:** Hold or be eligible for Grade 3 library certification. 54 credit hours at an accredited college, university or technical college, half of which must be in the liberal arts and science; additional three semester credits of coursework of the equivalent on public library administration, selection of all types of library materials, organization of library materials and provision of reference and information services. Provisional and temporary certification may be granted under certain circumstances.

A bachelor's degree from a college or university is preferred.

**Physical Requirements:** This position consistently requires the ability to stand, work with hands and fingers to manipulate objects and the ability to retrieve and replace materials on shelves at various heights. Must possess visual acuity sufficient to see at close-up levels and perceive depth. Position frequently requires walking, bending at the waist, twisting the upper body, reaching, talking, hearing and the ability to adjust vision as needed. Occasional sitting, lifting and carrying up to 35 pounds, climbing, balancing, and crawling. Some pushing of up to 75-100 pounds, kneeling, and crawling.

**Working conditions:** Work in a library environment directly with the public; sustained posture in a standing, walking or seated position for prolonged periods of time; perform bending, lifting and pushing; perform repetitive hand and arm motions for prolonged periods of time; exposure to computer screens for prolonged periods of time. Occasional exposure to heights, heat, cold, temperature changes, noise, odors and dust.

**Position Evaluation:** Job performance will be evaluated annually by the Library Board of Trustees.

The Crandon Public Library is a department of the City of Crandon. The Library is an Equal Opportunity employer.