

**Barneveld Public Library
Library Director – Job Description**

Position Overview

Under the supervision of the Library Board, the Library Director provides leadership and serves as the library's primary public representative. The Director is expected to represent the library within the community, develop collections and programming, provide budgeting information, and manage staff, volunteers, and the library facilities.

Primary Director Duties

- Select material and programs to meet the needs of a diverse public, including evaluation and selection of materials for the collection
- Hire, train, and supervise library staff and volunteers; enforce personnel policies established by the library board in conformity with state and federal laws
- Maintain accurate and current records on the library's position and complete the library's Annual Report to the Wisconsin Department of Public Instruction
- Develop and deploy policies and procedures in conjunction with the library board, develop defend the annual budget to board, municipal and county officials; submit monthly expenses for approval by the board
- Provide administrative support – prepare agendas, compile, and distribute materials, inform the Board of issues and problems, present options and recommendations, assist in and promote the continuing education of board members
- Oversee the care and maintenance of the library facility, including supervision of custodial staff, space needs assessments, and ADA compliance

Additional Duties May Include

Shared Library Responsibilities

- Promote the library and participate in fundraising events; serve as the library's liaison to the Friends of the Barneveld Library
- Serve at the circulation desk: check materials in and out, assist customers using the catalog and Overdrive, maintain patron records, collect fees and donations, offer user support, and other tasks as needed
- Conduct library tours, present programming to local groups, and perform outreach activities for library patrons and community organizations

Periodic Director Duties

- Attend meetings of the Barneveld Library Board of Trustees, Southwest Wisconsin Library System, and municipality as needed
- Develop and maintain a long-range plan, including technology use and purchasing, in conjunction with the library board

Knowledge, Skills and Abilities Required

- Excellent leadership, communication, interpersonal, and organizational skills: work effectively with community groups, library trustees, elected officials; supervise, motivate, and direct staff and volunteers
- Advanced knowledge of library operations, services and materials: preserve confidentiality of library patron information, understand and apply procedures and library policy; knowledge of community events and services
- Ability to work independently and as a team, organize and prioritize work and scheduling, make decisions as required, understand, create, and follow detailed verbal and written instructions
- Ability to sit, stand, walk, kneel, reach, climb a ladder, shelve books, carry up to 40 lbs and push wheeled carts up to 100 lbs
- Must be eligible for Grade 3 Wisconsin DPI Public Library Director certification: Minimum 54 credits from accredited college or university, with 27+ credits in liberal arts
- Must obtain Wisconsin DPI Public Library Director certification within 4 years of employment