Library Director
Position Description

Job Title: Library Director
Works: Full-time position, 40 hours per week
Position reports to: Grantsburg Library Board of Trustees

Education and Training Required

Holds Grade 3 Wisconsin Library Certificate. Exhibits strong skills in traditional, online database and Internet research. Attends appropriate continuing education workshops and conferences. Has served two years or more in progressively more responsible administrative positions.

Description

In keeping with the mission of the Grantsburg Public Library the Library Director is responsible for developing and supporting all efforts necessary to maintain a free library, responsive to the community's needs for information, education, and recreation. Working closely with the Board of Trustees, the Library Director develops library policies, monitors library services, develops and manages the budget, creates public relations materials, supervises staff and volunteers, oversees the library facility, and stays informed of developments in library management. In addition, the Library Director serves as a member ex officio of the Board of Trustees to insure a consistent flow of communication.

Responsibilities

Planning and Policy-Making

A clear statement of library policies insures that decisions about all aspects of GPL are consistent and fair. Working with the Board, the Library Director:

- Develops long range plans to support and promote the mission of the library.
- Formulates and recommends policies to the Board and implements the procedures to carry out these goals.
- Develops clear descriptions of staff positions including a non-discrimination statement, qualifications for employment, evaluation procedures, and causes for dismissal.

Library Services

The regular assessment and development of library services is important to fulfilling GPL's mission. To support these efforts the Library Director:

- Oversees the selection and maintenance of library materials including books, media, computer programs and other materials and insures that these materials meet the needs of the community.
- Supervises the purchase, utilization, and maintenance of technology to deliver, monitor and enhance library services.
- Compiles and records library statistics and assembles them for monthly meetings of the Board of Trustees, the GPL annual report and State of Wisconsin.
- Performs circulation desk duties as Library Assistants attend to other assignments and contributes to the welcoming environment within the library.

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Financial Operations

The coordination of all aspects of fundraising and expenses is vital to insuring the financial stability of GPL. In order to insure efficient and responsible management of the library budget the Library Director:

- Prepares the annual budget for Board review and approval in a timely manner.
- Presents budget requests.
- Administers and monitors expenditure of library funds to stay within approved budget.
- Works with Village Treasurer to review monthly reports and keep abreast of various funds and accounts.
- Identifies, pursues and supports all fundraising efforts in cooperation with the Friends of the Library organization.
- Acts as a conduit between Board, staff and volunteers to ensure smooth implementation of fund-raising activities within the daily operations of the library.

Public Relations

The Library Director strives to work cooperatively with community organizations. The Library Director:

- Manages internal and external communication of GPL including but not limited to fliers, newspaper articles and website.
- Identifies and pursues public relations opportunities that engender good will toward and promotion of GPL.
- Develops and implements education and enrichment programs for users of all ages.

Personnel Management

As the immediate supervisor of all library personnel, the Library Director:

- Recruits, hires, and when necessary, terminates staff and volunteers.
- Oversees training, assigns duties, defines staff responsibilities, and prepares wages.
- Promotes staff development by providing opportunities for staff to attend workshops and conferences.

Facility Management

The Library Director's oversees all aspects of the physical library and equipment. The Library Director:

- Purchases supplies and equipment and furnishings as needed and as funds come available.
- Provides leadership and direction for major development projects including construction and renovation of facilities.