

Minocqua Public Library
Job Description: Library Director

Features of the position: The library director is the executive officer reporting to the library board, responsible for the supervision of all functions and personnel associated with the delivery of library services to the residents of the Town of Minocqua and to the extended library service area. The library director is responsible for the operations of the library and the development and implementation of its service programs.

Principal responsibilities:

- Provides administrative support to the Library Board of Trustees, including preparation of meeting agendas and necessary reports and background information. Assists with development of library's annual budget and with presentation of budget to Town of Minocqua Board of Supervisors. Informs and advises the Library Board of Trustees regarding local, regional, state, and national developments in the library field and maintains communication with other area libraries, V-Cat Council, and the Wisconsin Valley Library Service.
- Develops and supervises programs and services based on community needs. Adjusts long range plan (yearly) to meet changing needs.
- Oversees the library's ongoing collection development plan and supervises the selection, purchase and withdrawal of library materials in accordance with the plan.
- Supervises library staff and volunteers and implements personnel policies established by the Library Board of Trustees. Provides training and development activities and fosters the professional growth and development of library staff.
- Manages library finances, including assistance with annual library budget. Presents bills for approval by Library Board of Trustees and provides monthly financial statements. Prepares the state annual report for review and approval by Library Board.
- Develops library policies in consultation with Library Board and creates procedures for implementation.
- Develops and administers the library's overall public relations plan. Prepares press releases, makes presentations to community groups, promotes events, and updates the library's website and social media accounts.
- Collaborates with area schools, organizations and individuals to promote responsive library service and encourage library use.
- Works at circulation desk and provides backup for all library positions.
- Provides basic technical support including computer and program troubleshooting and website development and management. Works with local IT consultant as well as system IT staff to maintain and improve network. Evaluates current and emerging technologies and their application in the library setting.
- Directs and supervises the maintenance of the library facility in cooperation with the Town of Minocqua Board of Supervisors and the Director of Public Works.
- Performs other related work as required by the library board.

Qualifications:

- Commitment to the mission and philosophy of public library service and the concept of the library as community center.
- Excellent leadership skills.
- Excellent communication (oral and written) and interpersonal skills.
- Ability to work effectively with library trustees, elected officials, Minocqua Public Library Foundation members and community organizations and groups.
- Ability to supervise and motivate library staff and volunteers.

Education and experience:

- Eligible for Grade 2 Wisconsin Public Library Certification. (See PI 6.03(2) Wis. Admin. Code)
- Three years' experience in supervision and/or administration in a public agency, preferably a library setting.

Working conditions:

Residence within 20 minute travel time of library building in agreed upon time frame. Some additional evening and weekend hours are required as necessary. Occasional overnight, out-of-town travel required. Valid Wisconsin Driver's License required.

Physical requirements:

Sitting, standing, walking, climbing, and stooping. Also, bending, twisting, and reaching. Lifting and carrying 50 pounds or less and pushing and pulling objects weighing 60 to 80 pounds on wheels.