

BELLEVILLE PUBLIC LIBRARY

JOB DESCRIPTION

DIRECTOR

Duties:

Administration & Finances

1. Provides managerial oversight for all phases of library operations in accordance with the mission, goals, objectives, policies, and budgetary decisions established by the Library Board.
2. Serves as consultant to the Library Board regarding technical matters and library choices. Conducts ongoing evaluation of existing library programs, services, policies and procedures. Submits recommendations for improvement to the Library Board. Leads strategic planning efforts.
3. Prepares meeting agendas and necessary informational materials regarding library operations and issues for the Library Board in consultation with the Library Board President. Attends Library Board meetings.
4. Researches and drafts library policy for board approval.
5. Informs and advises the Library Board as to local, regional, state, and national developments in the library field and works to maintain communication with library system staff, other library organizations, and area libraries.
6. Keeps all records and statistics needed for the administration of the library and to meet all reporting requirements. Prepares annual report to the Department of Public Instruction.
7. Prepares the annual library budget proposal for review by the Library Board and participates in its presentation to the Village Board. Expends funds within established guidelines.
8. Researches, negotiates, and oversees the implementation of contracts following Library Board approval.
9. Prepares and submits invoices to Village to request checks. Pays vendors.
10. Continues professional development by attending professional meetings, continuing education classes, and conferences to keep abreast of current trends and new professional techniques.
11. Performs other duties as required by the Library Board.

Management & Supervision

1. Recruits, selects, hires, trains, evaluates and terminates library staff.
2. Supervises library staff and delegates responsibilities to appropriate staff as needed.
3. Works with staff to support their professional development.
4. Actively promotes a work environment that fosters team building, collaboration, and problem solving.
5. Oversees Circulation Supervisor's staff scheduling.

6. Reviews staff timecards. Approves requests for time off.
7. Assists with patron circulation services, reference questions, and technical support as backup to other staff members or to meet required staffing level.
8. Supports staff in their efforts to provide programming, outreach, collaborative efforts, displays, and development of new services to meet community needs.
9. Ensures that staff understands the service-oriented nature of public library work and the critical need to maintain positive relationships and attitudes with patrons.

Facility Management

1. In cooperation with the Public Works Department, ensures proper maintenance and repair of the library building and grounds.
2. Directs any upgrades, updates, and improvements authorized by the Library Board, including selecting and overseeing contractors and budgets.
3. Ensures that the library maintains a clean, safe, and welcoming environment for patrons and staff.
4. Oversees contracted custodial and landscaping maintenance services.
5. Manages building access control, lighting, security cameras, fire alarm, and HVAC systems.
6. Oversees the library's computers, internet network and other library technology.
7. Coordinates scheduling of Community Room with public and staff.
8. Regularly reviews and reports building needs to the Library Board.

Community Engagement & Marketing

1. Serves as a liaison with the Village of Belleville and as a member of the Village's Department Head team. Represents the Library at Village Board and committee meetings. Coordinates relationships and activities with other Village departments.
2. Serves as or designates a liaison between the Library and the Belleville School District to promote student and staff use of the Library.
3. Builds relationships with the community to further strengthen the Library as an essential contributor to the quality of life in the community. Seeks out partnerships with community organizations to extend the reach of the Library through innovative and equitable services.
4. Organizes and oversees major programming events such as a concert series or community read.
5. Is knowledgeable and willing to participate in development and fundraising strategies.
6. Serves as liaison and coordinates with the Friends of the Library to assist and promote their efforts to support the Belleville Public Library.
7. Develops and administers the library's overall public relations plan.
8. Works with staff to prepare news releases, website updates, social media posts, newsletters, and other promotional materials to announce events and library services.

Circulation & Materials Management

1. Serves as the Library's principal liaison to the South Central Library System. Participates in decision-making, planning, and governance of library system-

- related functions. Ensures library system rules and regulations are followed.
2. Oversees the library's ongoing collection development plan, including the selection, purchase, and cataloging of materials to meet the informational, recreational, cultural, and educational needs for all age groups.
 3. Works with staff on a regular weeding schedule of materials based on condition, age, relevance, and trends.
 4. Works with staff on processes connected to library system collection management reports and required circulation procedures.
 5. Coordinates with Circulation Supervisor on patron notices, billing, and replacement of items that are lost or damaged.
 6. Recommends library materials or information sources suited to the needs and interests of patrons. Encourages staff to develop skills in readers' advisory work.

Required Knowledge, Skills, and Abilities:

1. Broad understanding of library techniques, methods, and procedures as they apply to a small library.
2. Ability to supervise and motivate others; the ability to evaluate the work of others and delegate responsibility.
3. Demonstrates an ongoing commitment to equity, diversity, and inclusion initiatives.
4. Ability to maintain confidentiality of library patron information.
5. Ability to work independently with minimal supervision.
6. Ability to make sound decisions grounded in experience, intuition, research, analysis, and fact-finding.
7. Ability to multitask and prioritize.
8. Ability to interpret statistical data, analyze information, evaluate programs, prepare reports, and make recommendations to the Library Board.
9. Ability to provide leadership in strategic planning for the library.
10. Knowledge of library materials and library collection development.
11. Knowledge of library materials and services for children, including knowledge of child development as it relates to behavior, learning, and literacy.
12. Excellent oral and written skills; the ability to prepare clear and detailed reports.
13. Ability to make effective presentations to varying sized groups of people.
14. General computer skills, including keyboarding, word processing, basic spreadsheet use, and email.
15. Library computer skills, including searching, circulation, and database use.
16. Ability to organize, plan, and direct the growth of the library.
17. Knowledge of current and developing library technologies and emerging trends.
18. Ability to acquire knowledge of the community necessary to evaluate community needs and develop library services and programs to meet these needs.
19. Ability to understand, develop, interpret, and enforce library policies, rules and procedures
20. Ability to establish and maintain effective working relationships with Village department heads, employees, elected officials, and the public.
21. Ability to work with tact, courtesy and a friendly attitude.

22. Ability to represent the Library in a responsible, professional, and trustworthy manner.

Physical Demands:

1. Sitting or standing for long periods of time is required.
2. Ability to bend, stoop, kneel, crouch, stand, and reach in order to provide patron services and other essential functions.
3. Ability to reach shelves of various heights, move full book carts or wheeled book shelves (60-100 lbs.), and lift heavy containers (up to 30 lbs.) occasionally during a work shift.
4. Physical dexterity to guide customer through library as needed.
5. Ability to read, write, and communicate fluently in English.
6. Ability to talk and hear; use of telephone.
7. Near vision to read faded type and small font size on item labels, plus regular reading on computer monitors.
8. Far vision to observe patrons in need of assistance from a distance of 20 feet or further.
9. Dexterity to perform data entry on a computer, laptop, tablet, or other electronic device.
10. Mobility to travel to training or meetings outside of Library.

Mental Requirements:

1. Communication skills – effectively communicate ideas and information in written, oral and visual forms.
2. Reading skills – effectively read and understand information contained in memoranda, reports and bulletins.
3. Analytical skills – identify problems and opportunities, review possible alternative courses of action before selecting one, utilize information and resources available when making decisions.
4. Problem-Solving skills – develop feasible, realistic solutions to problems, recommend actions designed to prevent problems from occurring, and refer problems to the Library Board when necessary.
5. Planning and Organizational skills – develop long-range plans to solve complex problems, take advantage of opportunities, establish systematic methods of accomplishing goals.
6. Creative Decision Making – effectively evaluate or make independent decisions based upon experience, knowledge and training.
7. Time Management – Strong ability to adapt, stay organized, prioritize, and multi-task in a dynamic work environment.

Environmental /Working Conditions:

1. Environment is a busy public library with fluctuating activity levels and moderate noise levels.
2. Nonhazardous inside work environment.
3. Physical exertion may be required to lift books and supplies from overhead or from the floor.
4. Physical exertion may be required to move tables, chairs, carts, and wheeled book shelving units.
5. Available for evening meetings and programs, plus occasional Saturdays.

Equipment Used:

Ability to operate and troubleshoot typical library and office equipment, including computers, printers, scanners, barcode scanners, photocopier, calculator, fax machine, cash register, telephone, vacuum cleaner, disc cleaner, self-checkout station, and audiovisual equipment.

Education and Experience:

1. Three years progressively responsible public library experience or five years of experience in a service institution with comparable demands and responsibilities.
2. Must currently possess or have the ability to obtain and maintain Grade 3 Wisconsin Public Librarian Certification, requiring successful completion of 54 semester credits, half of which must be in the liberal arts and sciences, and completion of additional required coursework in library administration.
3. Maintain required certification through continuing education.
4. Proficiency in the use of databases, word processing, and the internet.

Adopted: April 19, 2001

Revised: April 5, 2023