

Hales Corners Library
Job Description
Director of Library Services

Reports to: Hales Corners Library Board of Trustees

Purpose of Position: Under general direction of the Library Board, administers the library with responsibility and authority for organizing and managing the library's operations and for planning, directing and coordinating its services to the community. In addition, oversees management and use of the W. Ben Hunt Center, Cabin, W. Ben Hunt Prairie and grounds.

Essential Functions:

1. Acts as Library Board's executive officer.
2. Develops the annual library budget proposal for review by the Library Board and participates in its presentation to local officials. Monitors expenditures consistent with budget and available funds and provides monthly financial reports. Implements approved capital improvement projects.
3. Recruits, selects, hires, supervises, evaluates and terminates library staff in conformity with library policies, and state and federal law. Supports and oversees staff training. Recommends improvements in staffing, organization, salaries and benefits to the Library Board. Plans and conducts regular staff meetings.
4. Researches, negotiates, oversees the implementation of and administrates contracts in accordance with procedures established by the Library Board.
5. Prepares Library Board meeting agendas and necessary reports in cooperation with the library board president and notifies library board of scheduled meetings.
6. Serves as chief consultant to the Library Board in regard to technical matters.
7. Directs, coordinates, and monitors the writing of grants and proposals for funding from local, state and federal government sources, corporate, foundation or public sources; develops and implements fund raising and solicits donations.
8. Prepares state annual report for review and approval by the Library Board.
9. Oversees care and maintenance of the library building and grounds. Regularly reviews building needs and advises the board in its planning for future expansion and development.
10. Develops and administers the library's overall public relations plan; prepares publicity and news releases. Administers distribution of this information using social media, email, and USPS. Administers the library's website. Makes presentations to community groups.
11. Oversees the library's ongoing collection development plan and supervises the selection, purchase and withdrawal of library materials in accordance with the plan. Supervises the classification and processing of library materials according to accepted standards for the Milwaukee County Federated Library System (MCFLS).
12. Oversees the library's patron database, use of patron information in conformance with state laws,
13. Continuously investigates 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 services provided to the public. Assesses the adequacy of existing facilities in regard to the provision of automated services.
14. Conducts ongoing evaluations of existing programs, services, policies and procedures, and submits recommendations for improvements to the Library Board.
15. Represents the library at the Milwaukee County Federated Library System level, Village of Hales Corners manager meetings, Village Board meetings, other government and

community organization meetings, and actively participates in professional library organizations.

16. Regularly works the public service desks in the library, provides friendly and efficient direct assistance to customers.
17. Relates library objectives to community needs, and represents the library on community boards and committees.
18. Performs other work as required by the Library Board.

Knowledge and Abilities:

1. Excellent interpersonal skills with the ability to establish and maintain effective working relationships with library trustees, library staff, and Friends of the Library, volunteers, local and state officials, the general public and community groups.
2. Ability to effectively communicate ideas and information in both verbal and written form.
3. Ability to hire, train, supervise and discipline employees, coordinate and delegate responsibility, create work schedules, evaluate work performance and maintain high standards of library service in an effective manner.
4. Ability to establish and maintain proper priorities and meet deadlines.
5. Ability to work with governing boards, community groups and elected officials, and make presentations to them.
6. Ability to perform and coordinate fund-raising activities and to meet established fund-raising goals.
7. Ability to read and comprehend print information, including technical, statistical, financial and legal information.
8. Considerable knowledge of computer software, hardware, internet use and applications, computer system maintenance as applied to library applications.
9. Thorough knowledge of marketing library materials, programs and services, creating publicity, and use of social media as well as print for publicity
10. Ability to maintain confidentiality of library patron information, and to work within a confidential environment
11. Ability to produce and maintain accurate files and reports.
12. Ability to work hours and assignments as required by the library board; with mobility to travel to meetings outside the library.
13. Willingness to maintain skills in above-mentioned areas through active participation in appropriate continuing education activities.

Physical Demands of Position: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to work in confined spaces.
2. Bending/twisting and reaching.
3. Far vision at 20 feet or further, and near vision at 20 inches or less.
4. Fingering: keyboarding, writing, filing, sorting, shelving, and processing.
5. Handling: processing, picking up and shelving books.
6. Lifting and carrying: 50 pounds or less.
7. Pushing, pulling: objects weighing 300-400 pounds on wheels.
8. Sitting, standing, walking, climbing and stooping.
9. Talking and hearing; use of the telephone.

Mental Requirements:

1. Ability to apply technical knowledge.

2. Ability to deal with abstract and concrete variables.
3. Ability to interpret technical regulations and instructions.
4. Analytical skills: identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
5. Communication skills: effectively communicate ideas and information both in written and verbal form.
6. Creative decision-making: effectively evaluate or make independent decisions based upon experience, knowledge, or training.
7. Mathematical ability: calculate basic arithmetic problems (addition, subtraction, multiplication, division) without the aid of the calculator.
8. Planning and organization skills: develop long-range plans to solve complex problems or take advantage of opportunities; establish systematic methods of accomplishing goals.
9. 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.
10. Reading ability: effectively read and understand information contained in memoranda, reports and bulletins, etc.
11. Time management: set priorities in order to meet assignment deadlines.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions. Work is performed primarily in a library environment. The noise level in the work environment is usually quiet to moderate.

Job requirement: Willingness and ability to work flexible hours, frequent evenings, and weekend hours (Saturdays and Sundays).

Equipment Used: audiovisual equipment, book truck, building systems such as heating and air conditioning and fire protection, calculator, camera, change machine, computer hardware and software, computer network equipment, copy machine, electrical equipment, fax machine, library automation system, mobile devices, other library technology equipment, point of sale system, printers, telephone system

Education and Experience:

1. American Library Association accredited Master's degree in library science (M.L.S.) or library and information science (M.L.I.S.).
2. Grade 1 Wisconsin Public Librarian Certification or eligibility for required certification. Maintenance of required Certification through necessary coursework and/or qualifying continuing education.
3. A minimum of three years of management and supervisory responsibility in a public library.
4. Strong customer service orientation.

Residency: The Hales Corners Library does not have a residency requirement.

Approved by the Hales Corners Library Board October 28, 2021

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have reviewed and received a copy of this job description.
(Signature added after employment.)
