

VILLAGE OF TURTLE LAKE
Turtle Lake, Wisconsin
Position Description

Title of Position: Library Director - Turtle Lake Public Library

Department: Library Administration

Immediate Supervisor: Public Library Board of Directors

Supervisory Responsibility: High

Description of Duties:

A. Working with the Library Board

1. Provide administrative support to the Board
2. Keep board informed about new programs and services to be considered
3. Develop a draft version of the annual budget to be reviewed and approved by the Board
4. Assist the Board in developing policies and procedures; implement policies and procedures
5. Bring issues facing the library to the Board with options and recommendations for dealing with the issues
6. Conduct ongoing evaluation of existing programs, services, policies and procedures and submit recommendations for improvement to the Board
7. Assist the Board with job recruitment and interviewing procedures for all open library positions
8. Perform all other duties related to the dissemination of information throughout the library as delegated by the Board

B. Public Service Activities

1. Operate library with a philosophy of service which puts the needs of patrons first and respond to their needs in a positive, friendly, helpful and creative manner
2. Develop and oversee a variety of service programs designed to meet the needs of a diverse public.
3. Loan a wide variety of materials to users of all age groups
4. Design library services to be accessible to everyone in the community
5. Maintain records showing all programs offered and number of attendees
6. Evaluate library programs, services, policies and procedures
7. Investigate costs and logistics of new services, new media and new technologies
8. Assist with Reader's Advisory
9. Assist patrons with computer needs

C. Collection Development and Technological Services

1. Select or direct selection of materials based upon the collection development policy
2. Review development policy to be sure of consistency and up-to-date
3. Oversee in acquisition of library materials
4. Oversee Inter-Library Loan program
5. Develop and maintain a regular weeding schedule
6. Oversee shelving and organization of materials
7. Provide efficient and friendly assistance to users checking out materials and requesting information on specific topics
8. Maintain current knowledge of new developments in library technology

D. Supervision of Personnel

1. Directs and participates in personnel actions such as hiring, termination, assignment, and evaluation
2. Enforce personnel policies and evaluate employees according to the Village of Turtle Lake's Personnel Manual and recommendation to the Library Board
3. Conduct staff meetings
4. Train staff
5. Recommend improvements in staffing, organization, salaries and benefits to Board
6. Be responsible for safety of all employees
7. Maintain confidential personnel records
8. Create a positive work environment showing respect for all employees

E. Management of Budget

1. Develop draft of annual budget and present to Board
2. Present Board approved budget to Village
3. Submit all bills to the Board for monthly approval prior to payment
4. Apply for grants
5. Account for donations and memorials; thank donors

F. Develop Policies and Procedures

1. Develop new policies and procedures as needed and present to the Board for their approval
2. Enforce library rules to protect library property
3. Ensure policies and their implementation are provided in a consistent and fair manner

G. Advocate and Promote the Library

1. Assist and guide volunteer groups
2. Represent the library at the system level and actively participate in library organizations
3. Plan and direct a public relations program promoting special events and new services at the library

H. Manage the Library Facility

1. Oversee the care and maintenance of the library facility and grounds
2. Assure that all library interior areas are clean and clutter free
3. Review building needs and report them to the Board

I. Record Keeping

1. Prepare annual state report for review and approval by the Board
2. File statistics with relevant counties for ACT 150 money
3. Prepare other required reports in timely manner

J. Educational Requirements

1. A minimum of 54 semester credits from an accredited college, university, or technical school, with at least half of the credits in liberal arts and sciences.
2. Eligibility for Grade 3 Wisconsin Public Library Certification or a willingness to obtain certification within the required timeframe after hire.
3. Maintain required certification through necessary coursework and/or qualifying continuing education

4. Proficiency in use of automated databases, word processing functions and basic internet access

K. Hours to be set by the Library Board.

L. Ability to:

1. Effectively present information and respond to questions from patrons.
2. Maintain confidentiality of library patron information.
3. Follow detailed instructions.
4. Understand library policies and procedures and apply them to library operations.
5. Work independently, organize and prioritize work, respond to varied work demands and make decisions as required.
6. Maintain and foster cooperative and courteous working relationships with the public, peers and supervisors.
7. Practice good personal hygiene and dress in a manner appropriate for the position and in conformance with the general business dress standards in the Village of Turtle Lake.

Village of Turtle Lake Personnel Policies:

1. This position is bound by the personnel policies set forth in the Village of Turtle Lake Personnel Policies manual.

In Absence of; Incapable of Discharging Duties.

In the event the Library Director shall be absent from the Village or incapable of discharging such duties, responsibilities, and powers for any reason, the Library Associate shall act as Library Director during such absence or incapacity.

This creation of the job descriptions for the Turtle Lake Public Library was adopted by the Board of Trustees of the Turtle Lake Public Library on the 10th day of February in the year 2016; revised on the 28th day of January in the year 2016; updated on the 28th day of January in the year 2019; updated on the 23rd day of December in the year 2024.

Adopted by the Turtle Lake Public Library Board of Trustees

Revised: Thursday, January 28, 2016

Updated: Monday, January 28, 2019

Updated: Monday, December 23, 2024