

VILLAGE OF OREGON POSITION DESCRIPTION

LIBRARY DIRECTOR

GENERAL STATEMENT OF POSITION

Under the general direction of the library board of trustees (Board), the library director is responsible for the operations of the library and the development and implementation of its service programs. This includes assisting the Board with strategic planning, policy revisions and development, managing human resources; managing and organizing the acquisitions, access and control of collections; designing and implementing services and programs for users of all ages; and overseeing the maintenance and safety of the library building. The library director hires and supervises all staff and manages all other library resources as well as performing other work as directed by the library board.

EXAMPLES OF WORK PERFORMED

Examples of the specific tasks of the library director include, but are not limited to the following:

Administrative Services:

- Serve as the library's executive officer and as a technical adviser to the Board.
- Implement the policies of the library as established by the Board.
- Cultivate and implement the library's strategic plan in cooperation with the Board, staff and community.
- Partner with other groups and institutions including the Oregon School District to build community.
- Prepare the annual library budget for discussion and approval and present the adopted budget to local officials.
- Prepare state annual report for review and approval by the Board.
- Receive and expend library funds and maintain accurate records showing the status of library finances.
- Monitor expenditures consistent with budget and available funds.
- Recruit, select, hire, supervise, evaluate and, if necessary, discipline and/or terminate library staff and volunteers in conformity with library policy, state and federal law.
- Facilitate and promote staff professional development. Advocate to the board for improvements in staffing, organization, salaries and benefits.
- Plan and conduct regular staff meetings.
- Prepare board meeting agendas and necessary reports in cooperation with the board president.
- Inform and advise the Board as to local, regional, state, and national developments in the library field, and work to maintain communication with other area libraries and the library system.

Collection Management:

- Coordinate the selection of materials and media for diverse audiences, based on the library's approved collection development policy.
- Maintain an adequate inventory of books, periodicals, and other library materials to comply with Dane County Library Board minimum standards.
- Supervise the annual weeding and inventory schedules.

Library Services:

- Develop and execute an array of service programs to address the various needs of all users and to make the library inclusive and accessible to all.
- Represent the library at South Central Library System meetings, Dane County Director's meetings, Village meetings, and other similar professional meetings.
- Work cooperatively with the Friends of the Oregon Library.
- Create community awareness of existing, new or special services and events that spotlight the library, utilizing a diverse range of methods.
- Identify and secure new funding sources including preparing and overseeing grant applications.
- Continually investigate 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 service provision to the public.
- Conduct ongoing evaluations of existing programs, services, policies and procedures, and submit recommendations for improvements to the Board.

Facilities Management:

- Oversee the maintenance and operation of the building and grounds.
- Work with the board to assure the library facility suits the long term needs of the community.

Other Duties

- Complete all other work duties as needed.

Required Knowledge, Skills, and Abilities:

- Excellent interpersonal, leadership, and organizational skills.
- Ability to effectively communicate ideas and information in both verbal and written form.
- Ability to work with and present to governing boards, community groups and elected officials.
- Ability to manage and supervise staff and effectively delegate responsibility.
- Ability to read, comprehend and analyze print information, including technical, statistical, and financial information.
- Knowledge of current library technology and trends.
- Ability to establish and maintain priorities and meet deadlines.
- Ability to work within a confidential environment.
- Ability to produce and maintain accurate files and reports.
- Ability to lift up to 20 pounds.
- Ability to work hours and assignments as needed to fulfill accountabilities of the position.

Education, Experience and Certification:

- Master's Degree in Library Science from an ALA accredited institution.
- Maintenance of Wisconsin Department of Public Instruction's required certification.
- Preferred 3 or more years library experience and personnel supervisory experience.

The Village of Oregon is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Approved by the Oregon Public Library Board of Trustees: February 6, 2018