

Plainfield Public Library

Plainfield, WI

Position Description: Library Director

Nature of the job:

The library director is chief executive officer of the Plainfield Library. The Director plans, organizes, coordinates, and administers resilient and effective library services and programs that meet the diverse needs of the community.

Essential Duties and Responsibilities:

Report to the Library Board of Trustees

- Provides administrative support to the Library Board.
- Prepares the agenda for the approval of the Board President and compiles and distributes background materials for items on the agenda.
- Keeps the Board informed of issues affecting the library.
- Facilitates the decision-making process by providing recommendations.
- Assists and promotes the continuing education of board members and orientation of new trustees.

Public Services

- Plans library programs and services based on analysis of community needs and library trends.
- Assesses programs and services in order to meet goals and objectives and provide the best service possible to library users.
- Embraces an environment of inclusion that moves beyond simple tolerance to recognizing the richness in individual identities of people and diverse perspectives.

Library Collections

- Oversees selection, acquisition, processing, display, and circulation of library materials.
- Adheres to the library's collection development policy.
- Maintains awareness of cataloging practices, shelving availability, and community focus.

Personnel Management

- Responsible for hiring, training, and supervising library personnel.
- Evaluates, promotes, motivates, coaches, disciplines, and terminates personnel as necessary.
- Establishes and enforces personnel rules and policies.
- Regularly reviews wage scales, position assignments, and workloads.

- Fosters the professional growth and development of staff members.
- Consults with the village Clerk or attorney to follow employment laws.

Finance

- Prepares an annual budget that supports library priorities, goals, and objectives.
- Administers the approved budget.
- Prepares and presents monthly financial reports for the Board of Trustees.
- Procures price quotes as necessary.
- Prepares annual financial reports for the Board of Trustees, the village, Winnefox Library System, and the state.
- Accounts for and acknowledges all gifts to the library.

Library Policies

- Develops, upholds, and enforces library policies established by the Board of Trustees.
- Works with Library Trustees to modify and keep policies up to date.

Planning Leadership

- Coordinates strategic planning and implements the strategic plan.
- Maintains awareness of library and technology trends and relates that vision to the Board.
- Develops methods of collaboration with community partners to maintain library excellence.
- Applies for grant funding, manages fundraising efforts, and investigates funding opportunities for new programs, services, and infrastructure.

Collaborate with outside groups, agencies, media

- Advocates for and promotes the library.
- Works with the Friends of the Plainfield Public Library on projects and goals.
- Establishes effective communication with news agencies, local organizations, city officials, community members, and library patrons.
- Maintains effective work relationships with schools, civic and community groups, and the news media.
- Addresses the concerns of patrons and all community members.
- Maintains contact with the Winnefox Library System and relevant state agencies.
- Represents the library at official functions.
- Networks with regional and state librarians; stays current on library trends.

Buildings and Grounds

- Monitors and maintains the condition of the library building and grounds, along with the village's public works department.

- Focuses on patron/staff safety, accessibility, space, aesthetics, and cleanliness.

Performance Standards:

- Serves our patrons (students, parents, family members, and the community at large).
- Communicates and interprets library policies to the public and staff.
- Follows all guidelines on confidentiality of records.
- Promotes the teamwork concept within the library.
- Accepts Board decisions and works enthusiastically toward achieving goals even when the decision does not conform to an individual's personal opinion.
- Completes work in a timely manner while maintaining quality
- Is respectful and pleasant to patrons and co-workers.
- Fosters an environment that promotes inclusivity, diversity, equity, and accessibility for library users and staff.
- Follows library policies and procedures.
- Leads long range planning and policy development under the direction of the Board.
- Adapts to change as needed.

Knowledge, Skills, and Abilities Required:

Minimum Educational Requirement:

- Wisconsin Department of Public Instruction Certification of Library Director, Grade III Required in municipalities with populations of fewer than 3,000:
 - Grade III Certification Requirements are as follows:
 1. Fifty-four (54) semester college credits, half of which must be in the liberal arts and sciences, and twelve (12) semester credits in:
 - a. Basic public library administration
 - b. Advanced public library administration
 - c. Organization and management of collections
 - d. Public and community services
 2. Basic public library certification must be completed in the first year; thereafter, at least one course must be taken annually.
 3. OR bachelor's degree with a minor in library science and advanced public library administration course

Skills/Abilities:

- A passion for librarianship with a clear vision of the future of public libraries.
- Knowledge of employment law.
- Excellent communication and interpersonal skills.

- Ability to maintain confidentiality, per policy.
- Knowledge of public library and philosophy and principles

Wages, Benefits, Working Conditions:

- Position is full time
- Wages shall be set by the board.
- Flexible work hours- some evening and weekend hours as needed.

Evaluation:

- The library board will evaluate the Director annually and will communicate with the Director about performance and goals.

Approved by the Plainfield Library Board of Trustees, February 6, 2023