



Edgerton Public Library

101 Albion Street | 608-884-4511 | www.als.lib.wi.us/epl

The Edgerton Public Library seeks a dynamic, community-minded Library Director with vision for the future. This position is highly interactive with community members. The successful candidate must be able to enhance the library and its role in the community, provide leadership, and offer innovative and equitable library services.

Under the direct supervision of the Edgerton Public Library Board of Trustees, the library director is responsible for the operations of the library and the development and implementation of its programs, including: assisting the board with strategic planning and policy development, and managing all library resources, including human resources; organizing the acquisitions, access, storage, 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 and grounds.

Specific Responsibilities

- Serve as the library's executive officer and technical adviser to the board.
- Prepare library board meeting agendas and necessary reports in cooperation with the library board president and notify board members of scheduled meetings.
- Inform and advise the library 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. Regularly attend Arrowhead Library System and SHARE Consortium meetings, including designated committee meetings. Maintain membership with the American Library Association and the Wisconsin Library Association.
- Conduct ongoing evaluations of existing library programs, services, technology, policies, and procedures, and submit recommendations for improvements to the library board.
- Develop and execute an array of service programs to address the various needs of users and to make the library more accessible to all. These might include: promotion of library services to the Edgerton School District, daycare, and homeschooling groups; inclusion of interesting displays of an educational or cultural nature; presentations to local organizations or groups on the benefits offered by the library; provision of story time sessions and programming for small children, and teen and adult programming; support of a summer reading program; acquisition of special materials and provision of accommodations to encourage use of the library by individuals with special needs; development of a homebound service for residents unable to visit the library.
- Implement the policies of the library as established by the board.

- Develop the annual library budget for board discussion and approval. Participate in the presentation of the adopted budget to local officials. Receive and expend library funds according to established guidelines and maintain accurate and up-to-date records showing the status of library finances.
- Prepare state annual report for review and approval by the library board.
- Supervise all library personnel. Interview, hire, and train staff in library procedures. Define staff roles and responsibilities. Interpret library policies, procedures, and regulations and directs staff accordingly. Schedule and lead regular staff meetings.
- Work in partnership with City of Edgerton administrators and City Council.
- Oversee care and maintenance of the library building and grounds on a day-to-day basis. Regularly review building needs and advise the board of any maintenance requirements and plans for future renovations.
- Attend seminars, workshops, and other educational activities to stay up to date professionally.
- Provide friendly and efficient direct assistance to users checking out materials, requesting directional or community information, or seeking materials or information on specific topics.
- Assist and guide local volunteer groups (e.g., Friends of the Library) who wish to help with library promotion, fundraising, and enhancement of services.
- Prepare grant applications, when grant opportunities are offered, in order to supplement local funding of library operations and development.
- Maintain records showing all programs offered and number of attendees at each program.
- 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.
- Select or direct the selection of materials for all media and all age groups, based on the library's approved collection development policy.
- Oversee cataloging and classification of library materials according to accepted standards and maintain the public catalog. Develop and maintain a regular weeding schedule.
- Periodically review the collection development policy and make recommendations to the library board for revisions.
- Maintain an accurate and up-to-date database of user registrations and activities, including information adequate to support reimbursement requests for nonresident borrowing.
- Other duties as assigned.

Essential Skills and Knowledge

- Ability to work with and present information to governing boards, community groups and elected officials
- Knowledge of public library philosophy, principles, and procedures which will allow effective recommendations to the board and sound decision making when faced with a wide range of circumstances
- Ability to supervise staff and volunteers and delegate responsibility in an effective manner
- Knowledge and ability to perform basic computer operations and troubleshoot problems, and to manage an automated circulation system and access external databases
- Some travel required

Education, Experience and Certification

- ALA accredited master's degree in library science
- Grade 1 Wisconsin Public Librarian Certification or eligibility for required certification
- Three years of progressively responsible public library experience, or five years of experience in a service institution with comparable demands and responsibilities, i.e., staff supervision, working directly with the public, working with governing boards or bodies

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified. 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, or is responsive to the needs of the City of Edgerton.

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.

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