

LIBRARY DIRECTOR

DEFINITION

Under general administrative direction of the County Library Board, to coordinate activities of the County Library system; to assess and recommend improvements in collections, programs and services; to administer and maintain the county library collection; and to do related work as required.

EXAMPLES OF DUTIES

Coordinates activities of the County Library System; assures maximum accessibility to all county residents of services and programs; evaluates the county's library needs; develops and assists in implementing programs and activities to best meet their needs; evaluates the effectiveness of services throughout the system in relation to the changing needs of the county; makes recommendations on budget, staffing, administrative and policy matters; plans, develops, and supervises in-service training programs for county library personnel; evaluates and selects materials for county collection; recommends and administers public relations programs; keeps informed of professional developments; directs and supervises the expenditures of funds; represents the library system at community and group meetings.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of training and experience equivalent to graduation from college and a masters degree from an accredited library school, plus three years administrative experience as a librarian in a city or county library.

Knowledges and Abilities: Knowledge of library principles, practices and techniques; ability to develop and implement training programs; ability to plan and coordinate the work and activities of others; ability to evaluate community library needs; ability to express oneself clearly and effectively, orally and in writing; initiative in suggesting improvements in services and collections; ability to establish and maintain effective working relations with city and county libraries, employees and the general public.

Special Requirements: Eligibility for certification as a Librarian I by the Division of Library Services, State of Wisconsin, Department of Public Instruction.