

Village of Fall Creek Library Board Position Description

Position Title:	Library Director	Department:	Library
		FLSA:	Non-Exempt
Last Update:	January 2026	Reports To:	Village Library Board of Directors

Purpose of Position/Job Summary

Under the supervision of the library board of trustees, the library director is responsible for the operations of the library and the development and implementation of its services, including: a) assisting the Board with long-range planning and policy development and managing all library resources, including human resource components; b) organizing the acquisitions, access, storage and control of collections; c) designing and implementing services and programs for users of all ages; and d) overseeing the maintenance and safety of the physical library. The library board shall supervise the administration of the public library and shall appoint a librarian, who shall appoint such other assistants, employees, and, as the library board deems necessary, and prescribe their duties and compensation.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Administrative Services:

1. Obtain and maintain a Grade III Public Librarian Certificate through the Department of Public Instruction
2. Serve as the technical adviser to the Board.
3. Draft and implement the policies of the library as established by the Board.
4. Prepare the draft of the annual library budget for Board discussion and approval.
5. Participate in the presentation of the adopted budget to local officials.
6. Work with the Village Clerk to maintain accurate and up-to-date records showing the status of library finances.
7. Recruit, select, hire, supervise, evaluate, and terminate, if necessary, library staff in conformity with library policy and state and federal law.
8. Assist with the preparation of library board meeting agendas and necessary reports in cooperation with the Library Board president. Prepare the Library Director's Report.
9. Prepare the state annual report for review and approval by the Library Board.
10. 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.

Collection Management:

1. Select materials for all media and all age groups, based on the library's approved collection development policy.
2. Catalog and classify library materials according to accepted standards.
3. Process materials to provide appeal, protection, and control.
4. Develop and maintain a regular weeding schedule of all library materials.
5. Periodically review the collection development policy and make recommendations to the Library Board for revisions.
6. Oversee the shelving and organization of materials.
7. Prepare and distribute overdue notices and bills for lost materials to users.

Service:

1. Develop and execute an array of service programs to address the various needs of users and to make the library more accessible to all. For example, preparation and dissemination of bibliographies of popular topics and genre collections; tours of the library; inclusion of interesting displays of an educational or cultural nature; presentations to local groups on the benefits of the library; provision of story time sessions for small children and teen and adult book discussion sessions; 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.
2. Provide friendly and efficient direct assistance to users checking out materials, requesting directional or community information, or seeking materials or information on specific topics.
3. Prepare new releases and submissions to the media to announce new or special services and events that spotlight the library.
4. Assist and guide volunteer groups, including Friends of the Library who wish to help with library promotion, fundraising, and enhancement of services.
5. Prepare grant applications, when grant opportunities are offered, in order to supplement local funding of library operations and development.
6. Maintain records showing all programs offered and number of attendees at each program.
7. 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.
8. Conduct ongoing evaluations of existing library programs, services, policies, and procedures, and submit recommendations for improvements to the Library Board.

Facilities Management

1. Oversee the care and maintenance of the library building.
2. Regularly review building needs and advise the board in its planning for future expansion of development.
3. Assess the adequacy of existing facilities in regard to the provision of automated services.

Essential Functions and Knowledge

1. Excellent interpersonal skills.
2. Ability to effectively communicate ideas and information in both verbal and written form.
3. Ability to work with governing boards, community groups, and elected officials and make presentations to them when necessary.
4. 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.
5. Ability to supervise staff and volunteers and effectively delegate responsibility.
6. Ability to read and comprehend print information, including technical, statistical, and financial information.
7. Ability to locate and retrieve library materials in a variety of formats throughout the building, as well as from remote locations through networks, including the internet.
8. Ability to assist patrons with the location and retrieval of materials or information by title, subject, and the interests of library patrons.
9. Knowledge and ability to perform basic computer operations and troubleshoot problems, and to manage an automated circulation system and access external databases.
10. Ability to understand and implement instructions and directions.
11. Ability to establish and maintain proper priorities and meet deadlines.
12. Ability to work within a confidential environment.
13. Ability to produce and maintain accurate files and reports.
14. Ability to use and manage office equipment, including a telephone system, fax machine and copier.
15. Ability to lift up to 30 pounds.
16. Ability to work hours and assignments as required by the Library Board

EOE/ADA

The Village of Fall Creek 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.