

# **Job Description**

## **Director of Adult Services, Circulation and Technology**

### **McIntosh Memorial Library**

#### **General Description**

Plans and supervises circulation desk and technical service operations, oversees the adult library, performs managerial duties; assists patrons; functions as a member of the team of directors in establishing and achieving library and department goals.

#### **Supervision**

Works under the immediate supervision of the Library Director.

#### **Duties**

- Oversees and coordinates all circulation desk functions including training staff, scheduling, shelving, bin delivery, and patron assistance.
- Leads staff training exercises and develops training materials relating to circulation and technology.
- Works with a contracted retrieval agency and patrons in collection.
- Prepares the weekly deposit and handles daily financial transactions involving fines, lost and damaged items.
- Manages the annual budgets for the adult department, periodicals, and technology.
- Purchases materials and manages the collections located within the adult department plus periodicals.
- Facilitates the processing of new library materials and repair of damaged materials.
- Catalogs new and donated materials for circulation into the ILS.
- Assists in the management of materials donated to the library.
- Manages WISCAT and interlibrary loan.
- Coordinates the process of inventorying the library collection.
- Prepares and analyzes library reports.
- Provides technical support and maintenance for all library computers (staff and public), printers, software, and other electronic devices.
- Maintains the computer inventory and prepares the computer replacement plan.
- Coordinates with Winding Rivers Library System the purchasing and technical enhancements associated with the library ILS, software programs, and computer maintenance.
- Assists in finding grant opportunities and the writing of grant applications.
- Attends training workshops, seminars, and system meetings as needed.
- Attends monthly staff meetings, director meetings, and program meetings.
- Follows library policies and assists in developing new ones as needed.
- Performs all routine duties while working at the circulation desk.
- Assists in other library departments as assigned and performs related work as required.

## **Knowledge, Skills, and Abilities**

- Knowledge of library principles, methods, and materials.
- Ability to establish priorities for completing duties.
- Ability to work as a member of a team.
- Ability to train and supervise staff.
- Ability to establish and maintain effective working relationships with superiors, associates, officials of other agencies, and the general community.
- Ability to communicate effectively orally and in writing.
- Ability to create and write training documents.
- Ability to assist in the writing of grant applications.
- Ability to operate computers with proficiency using library software, word processing, and the Internet.
- Ability to organize.
- Ability to create a courteous, pleasant first impression of the library and establish good patron rapport.
- Flexibility to deal with multiple and extra unexpected tasks and patrons simultaneously.
- Friendliness, enthusiasm, energy, initiative, resourcefulness, tact, good judgment, flexibility, and a sense of humor

## **Physical Requirements**

- Ability to perform duties in an office environment.
- Ability to work in an environment subject to continuous interruptions and background noises.
- Ability to work under stress from deadlines, public contact, changing priorities and conditions.
- Ability to use a computer for extended periods of time.
- Ability to move and/or lift materials up to 25 pounds.
- Ability to stand, walk, bend, kneel, crawl, reach, climb, balance, and sit.
- Ability to talk and/or hear; use hands to operate objects, tools, and controls; and reach with hands and arms.
- Ability to read printed materials and information on computer screens.
- Ability to communicate effectively with individuals in person, over the telephone, and via printed word.
- Ability to file books, periodicals, files, reports, notebooks, etc. on shelves ranging from one to seven feet from the floor.
- Ability to travel to attend meetings both inside and outside of Viroqua.

## **Qualifications**

- A bachelor's degree or equivalent library experience.
- Experience in libraries is required especially in circulation and cataloging.
- Experience in staff supervision and training is preferred.