



POSITION TITLE: Library Director **Job Class 8**
DEPARTMENT: Administration
SUPERVISOR: Library Board of Trustees & Wabasha City Council
EMPLOYMENT STATUS: Exempt Permanent Full Time (.875 - 35 hours per week)
STARTING WAGE: \$31.12 (Step 1)
POSTING DATE: March 18, 2026

DESCRIPTION OF WORK:

This is an exempt administrative position and is responsible for the organization, management, and development of library services as set forth by the board of Trustees of the Wabasha Public Library in conjunction with the Mayor and Council members of the City of Wabasha.

ESSENTIAL JOB FUNCTIONS:

- Leads and directs operations for the Wabasha Public Library, including physical circulation, programming, capital improvements.
- Prepares mandatory reports for the Library Board, City Council and State Agencies and other relevant areas of operation; compiles statistics on circulation needed for funding and reports.
- Coordinates the Library's collections, with attention to purchasing, weeding, and eliminating materials based on requests, needs, long range goals and budgetary guidelines.
- Trains staff on appropriate applications of SELCO computer system.
- Develops and maintains effective working relationships with SELCO (regional library system), city, and county agencies; attends required SELCO meetings and other relevant local, county and advisory committee meetings.
- Directs library staff and volunteers in accordance with the City and Board of Trustees policies and applicable laws, including creating job descriptions, interviewing, assigning and directing work; evaluates performance and initiates corrective action if needed.

- Provides orientation and training for library board trustees including introduction to the trustee's policy manual; notifies trustees of workshops and other training opportunities.
- Assists patrons with requests including research and use of technology.
- Assures that the library building and its contents are maintained in an orderly manner to present a welcoming and safe environment for staff, volunteers and patrons.
- Prepares bills and monthly reports for board for approval; monitors expenditures.
- Consults with the finance committee on preparation of annual library budget to be submitted to the City Council.
- Understands requirements and regulations governing state and federal funds.
- Establishes standards and models behavior with the goal of creating a welcoming environment in the library and assures that all library staff and volunteers perform to established standards with the desired outcome.
- Interfaces with community agencies and groups (including governmental, educational, civic, cultural, and vocational) to promote the library as a partner in the community; enhances visibility of the library by being a positive representative of library programs and services.

These are not the exclusive duties for this position. Employee will perform any duties as requested.

KNOWLEDGE, SKILLS AND ABILITIES:

- Language and mathematical skills with reasoning ability.
- Working knowledge of cataloging standards, relevant computer systems and current software/technology applications.
- Working knowledge of literature, reference methods, tools and resources.
- Knowledge of public library laws, policies, services and practices including operational issues as well as collection development.
- Ability to communicate effectively with library board, staff and volunteers and also with city staff, council and public.
- Proven ability to direct and manage the work of staff and volunteers.

MINIMUM QUALIFICATIONS:

Bachelor's degree in related field and three years previous experience as a Librarian or equivalent combination of education and experience may be substituted, ALA Librarian Certification is desired but not required.