

POSITION DESCRIPTION

POSITION: Library Director

DEPARTMENT: Library

REPORTS TO: Library Board

GENERAL POSITION SUMMARY

It is the responsibility of the Director to administrate the Library. This includes planning programs, public relations, seeking funding, budgeting and accounting, hiring, working with, supervising, and evaluating the staff, correspondence, statistics, and measuring outcomes. It is the responsibility of the Director to manage the collection, to oversee the circulation services, and provide reference services. The Director supervises the physical plant and must arrange for repairs. The Director must be a visionary for the Library and represent the Library in the community and other venues.

SUPERVISION RECEIVED

Works under the direction of the Library Board

SUPERVISION EXERCISED

Supervises all library employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prepares monthly library board packets, including gathering minutes, writing the agenda, librarian's report, and budget statement and preparing claims.
- Meets regularly with the Library Board and communicates to them needs and issues that may require board intervention so that they are able to effectively plan for the needs of the community and create policies.
- Reviews library policy with the board as needed. Suggest revisions that would improve library services or are required due to changes in legislation, etc.
- Works with the board to conduct long term planning.
- Maintains library's accreditation through the State Library of Iowa.
- Manages the library's collection of materials, including: selecting books and other materials for purchase, weeding, conducting statistical analysis of collection use, evaluating database usage and managing various subscriptions, and carrying out measurements of community needs.
- Supervises the staff of the library, ensuring adequate staffing levels and performance, including scheduling, hiring, evaluating and arranging training.
- Oversees the equipment used in the library, working in conjunction with the agency/individuals currently managing our computer network, printers and Integrated Library System. Evaluates the need for replacement and updating.
- Oversees the circulation services at the library, including evaluating staff procedures, identifying and preparing improved processes.
- Provides reference services, including assistance to staff and patrons experiencing difficulty using the library's computers and databases.
- Liaisons to the Friends of the Library.
- Writes grants and requests funding to meet the needs of the library.
- Monitors the library's budget and appropriately utilizes the various funding sources available.
- Gathers statistics on a monthly and yearly basis and fulfills the annual reporting requirements with the State of Iowa and other agencies.
- Monitors the physical condition of the library, making arrangements for necessary repairs.

PERIPHERAL DUTIES

- Meet with community groups as appropriate.
- Create and provide presentations to groups in our community promoting the library, its services and products.
- Promote the library through media such as the newspaper, radio and social media.
- Works with City Administrator and City staff as requested or as needed.

EDUCATION and/or EXPERIENCE

Required: A minimum of two (2) years related experience and/or training.

Preferred: Master's Degree in Library Science*

*If no MLS, must obtain Public Library Director Certificate through the State Library of Iowa within 2 years of hire.

Necessary Knowledge, Skills and Abilities:

- The Director needs to have a working knowledge of all aspects of library work.
- Must be detail oriented and able to manage data and stay organized with multiple activities.
- Must be able to adhere to multiple deadlines and prioritize time so that the work is done.
- Ability to conduct reference interviews and locate the needed information.
- Ability to communicate effectively both verbally and in writing. Must be able to compose written narratives for public consumption and speak in public.
- Ability to maintain good working relationships with all the staff of the Library while providing authority and supervision.
- Knowledge of computers, the Internet and Microsoft programs is essential. The Director must be able to assist other staff and patrons with programs, hardware and online service issues.
- Must have good problem solving skills and the ability to locate the appropriate supports within the community, using both local and library resources.
- As the authority on daily issues within the library, the director must be able to communicate and enforce the library's policies. This may range from fine negotiations with patrons to assisting staff in dealing with problem behaviors.
- Availability to work some evenings and Saturdays.

TOOLS AND EQUIPMENT USED

Telephone, personal computer, including word processing, database, spreadsheet software, printers, copy machine, fax machine, and calculator.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit for long periods; use hands to fingers; handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand, walk, climb or balance, stoop, kneel, crouch, and taste or smell.

The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 20 pounds. Specific vision abilities required by the job include close vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.

The duties listed above are intended only as illustrations of the various types of work that may be performed. 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.

This 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.

Approved by the Board of Trustees 4/13/2021

Revised 9/24/2022