

Library Director

Department: LIBRARY

Immediate Supervisor: LIBRARY BOARD OF TRUSTEES

Classification: FULL-TIME, SALARY

Salary: \$50,000 - \$65,000

Job Summary

Oversee all areas of Library operation including personnel, collections, circulation, programming, technology, and building maintenance.

Job Scope

Directly responsible to the Library Board of Trustees for the administration of all Library affairs. Serves as the liaison to all other City, County, State and Community organizations. Works with the City Administrator and Finance Director in the preparing and expending Library budget as directed by the Library Board of Trustees.

Essential Job Duties and Responsibilities

Carry out library policy per direction of the Library Board of Trustees. Create and maintain reports and documents related to Library issues. Supervise, train, and evaluate Library personnel. Ensure proper collection development practices. Prepare and manage Library budget as directed by the Library Board of Trustees. Make recommendations to the Library Board of Trustees on planning and budgeting issues. Maintain the high standards of the library through accreditation. Other duties as assigned.

Physical and Environmental Conditions

Ability to transport self from building to building and attend various functions of the City and its supporting agencies within or outside of the City. Must be able to lift 25 pounds.

Minimum Education, Experience and Certification

Training and experience in Library Science is required. A Masters Degree in Library Science or equivalent library experience is required. A minimum of one year full time library experience is required. Experience with computers and associated technology is required. Supervisory and budget preparation experience greatly desired. Must be endorsed as a Library Director by the State library of Iowa or be willing and able to be endorsed within two years of hire.

Knowledge, Skills and Abilities

Must be willing to participate in continuing education programs. Must be skilled in the use of computers; able to plan and implement their use. Aware of current literary trends and issues of library-information policy. Must be able to meet and deal with the general public in a pleasant, courteous and professional manner. Demonstrates working proficiency in the ability to work with variety of individuals and groups in a constructive manner while appreciating the unique contribution of diverse individuals (i.e. individuals from varied cultures, race, creed, color, national origin, age, sex, disability, sexual orientation, gender identity, and veteran status) is required. Able and willing to make presentations before community groups. Able to work evenings, weekends, and summers.

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Revised 10/10