

LIBRARY DIRECTOR

Job Description
Alta Community Library

GENERAL PURPOSE

Perform a variety of administrative and supervisory work and complex clerical work in planning, organizing and implementing the programs and services of the library system.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the Library Board of Trustees.

SUPERVISION EXERCISED

Exercises administrative direction over library staff, part-time, contracted or seasonal personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

General:

- Assisting patrons with questions, catalogs, materials and equipment, checking books and other materials in and out
- Delivery of books/DVDs to shut-ins and other outreach programs
- Promoting the use of materials and preparing displays
- Researching information or material
- Planning programs, scheduling presenters, etc.
- Miscellaneous duties as identified by the board.

Administrative:

1. Employees:
 - Hires, trains, motivates and evaluates assigned staff. Maintains harmony among workers and resolves grievances while maintaining a professional work environment.
 - Determines work procedures, prepares work schedules, and expedites work flow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
 - Issues written and oral instructions, assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
 - Performs or assists subordinates in performing duties, adjust errors and complaints.
2. Collection:
 - Oversees the selection and general collection of books and other items contained in the library, ordering library materials. Oversees interlibrary loans and in-house reference work, processing and cataloging materials, organization and inventory of materials, and mending and discarding materials
 - Reviews major selection tools, approves library purchase orders, reviews books, periodicals and collections which are outdated or not used and coordinates removal and disposition.
3. Programming:

- Coordinates the library program with other leisure programs, other City departments, and outside organizations such as the school district, historical society and various community based groups.
 - Reviews program areas, implements changes or new programs to meet library needs of the community.
 - Schedules and runs various special library activities throughout the year, such as book sales, reading programs, etc.
4. Budget:
- Prepares and administers budget for all areas within the library department, orders all new and replacement equipment.
 - Prepares a variety of reports and maintains necessary operating records.
 - Supervises the control of and is responsible for all materials and supplies used in the maintenance, construction and repair of library facilities. Prepares cost estimates to plan and provide for improvement in the library system; oversees library improvements within the confines of the 28E agreement with the school.
 - Monitors revenues and expenditures to assure sound fiscal control, prepares annual budget requests, and assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
5. Planning, Policies, Standards–
- Develops, maintains and implements a library master plan. Provides leadership and direction in the development of short- and long-range library plans
 - Gathers, interprets and prepares data for studies, reports and recommendations
 - Prepares reports and related information for decision-making purposes for Library Board, staff, funding bodies, and for State Library of Iowa.
 - Develops and implements policies, procedures, and public library standards for efficient and effective operation and maintenance of library operations. Assures compliance with established policies and procedures.
6. Networking:
- Provides professional advice on library issues to supervisors
 - Gives presentations to supervisors, boards, commissions, civic groups and the general public
 - Communicates official plans, policies and procedures to staff and the general public
 - Promotes interest in library programs through publicity, social media, program brochures, cooperation with various community groups, and public contracts, speaks before citizen groups, students and other business and civic organizations.
 - Maintains liaison with other departments as well as state, local and other public officials.
 - Answers letters of inquiry and talks with patrons, addresses public and civic organizations.
 - Attends board meetings, county and district meetings, workshops, etc as needed. Attends monthly city council meetings as needed.
 - Coordinates library development and fundraising, solicits and accepts gifts for the library.

DESIRED MINIMUM QUALIFICATIONS

Qualifications of the library director:

1. Bachelor's Degree or higher
2. Currently holds a Public Library Director Endorsement through the State Library of Iowa, or is willing to work toward completion of the Public Library Director Endorsement Program through the State Library (must be completed within two years of hire). Endorsement renewal is required every three years by completing 45 continuing education credit hours.

City Population Endorsement Level Options 0 – 4,999 Bronze, Silver, or Gold

City Population Endorsement Level Options 5,000 – 14,999 Silver or Gold

City Population Endorsement Level Option 15,000 and above Gold

- ❖ Bronze = High school diploma or equivalent + Completion of Director Endorsement coursework within 2 years of hire date
- ❖ Silver = Bachelor's degree + Completion of Director Endorsement coursework within 2 years of hire date
- ❖ Gold = Graduate degree in library or information science from an American Library Association (ALA) accredited program

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the principles and practices of modern library systems and programs, of library collection classification and selection techniques; of equipment and facilities required in a comprehensive library ; of community needs and resources, of the principles and practices of office management, work organization, and supervision. Knowledge of new information technologies and planning to implement them as needed.

Ability to plan, organize, coordinate, and implement comprehensive library services; ability to coordinate, analyze, and utilize a variety of reports and records; ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with employees, supervisors, other agencies, and the public.

Valid Iowa driver's license or ability to obtain one.

TOOLS AND EQUIPMENT USED

Proficiency with common office software such as MS Office Word, PowerPoint, etc. Knowledge of library automation software—Atrium by Booksystems. Website management software—Concrete5 website software as provided by State Library of Iowa. Familiarity with learning management software—IALearns. Familiarity with

digital resources such as BRIDGES (Iowa's eLibrary service), use of library phone system, copiers, printers, fax machine. Stays up-to-date with digital library resources.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the 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 frequently required to walk, sit, talk or hear.

The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools or controls, and reach with hands and arms.

The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview, background check, driving record check, and reference check.

Job related tests may be required.

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.

The 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.

BENEFITS AND HOURS

The librarian will be paid hourly and will work with the normal hours of library operation. Programs, meetings, and CEUs will be paid the hourly rate with prior board approval. 24 hours per week minimum (up to 32 hours) and a minimum of 4 days per week.

The librarian shall participate in Social Security and IPERS programs as they are provided by the city, with expenses paid from library funds.

The librarian and other staff will work within the normal hours of library operation. Any exceptions must have approval of either the president, vice-president, or secretary of the board prior to reimbursement.

Pay Range: \$18.00 – 20.00 per hour

F.L.S.A Status: Non-exempt

Effective Date: February 14th, 2013

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