

LIBRARY DIRECTOR

Salaried

GENERAL DESCRIPTION

Subject to the policies and rules of the library board, the director has administrative charge of the operations of the library. A public library director is the department head of a city service.

REPORTING RELATIONSHIPS

Reports to--library board

Consults with-- City Manager

Supervises--all library staff, cleaning staff, volunteers

CHARACTERISTIC DUTIES

GOVERNANCE AND PLANNING

1. Acts as a professional / technical advisor to the library board on policy, finances, planning, library performance, laws affecting libraries.
2. Implements board policy, interprets library policy for the public.
3. Manages library services and programs.
4. Uses effective problem solving and decision making techniques.
5. Maintains communication with and accountability to funding and administrative bodies (city, county, incorporated towns without libraries in the area, state library).
6. Assessing community needs and uses results in long-range planning.
7. Stays current on laws affecting libraries.
8. Monitors and responds to current library trends and issues.
9. Attends professional meetings.
10. Affiliates with professional library organizations.
11. Upholds the ideals of intellectual freedom.
12. Monitors requirements for state accreditation and plans accordingly.
13. Upholds copyright implications and restrictions.
14. Gathers, analyzes, and uses library statistics to evaluate the collection, the hours of service, and programming.
15. Understands/and maintains state library programs that include the standards of service, accreditation, certification of personnel, SILO, Enrich Iowa, and others.
16. Understands the role and governance of the State Library of Iowa, and Professional Library Associations.

PERSONNEL

1. Recruits, trains, schedules, supervises, and evaluates personnel.
2. Encourages positive staff relationships.
3. Demonstrates high professional standards.
4. Conducts staff meetings as needed.
5. Maintains, develops, and reviews a procedures manual for staff.
6. Exhibits leadership.
7. Communicates and works with diverse staff and customers.
8. Develops, reviews, and revises written job descriptions for all staff.
9. Encourages participation in staff development opportunities.

FACILITIES MANAGEMENT

1. Oversees ongoing building maintenance.
2. Assesses space needs.
3. Maximizes use of facilities in compliance with goals and objectives developed in planning.
4. Modifies library layout as necessitated by changes in programs, technology, or use.
5. Recommends and implements policies affecting the use of facilities.
6. Supervises the site and building to insure safety of staff and library users.
7. Works with appropriate agencies and vendors responsible for maintenance, repairs, and capital improvements.
8. Understands the need to comply with all relevant national, state, or local building codes.

FISCAL MANAGEMENT

1. Prepares annual budget in consultation with the library board.
2. Administers the library budget.
3. Reports current expenditures against the budget at each library board meeting.
4. Records library receipts.
5. Prepares the annual report required by state and regional libraries.
6. Identifies and utilizes traditional and alternative funding sources.
7. Maintains accepted accounting practices and procedures, complying with state and city audit requirements, and file necessary fiscal reports.
8. Receives receipts for Friends of Library and works with Friends treasurer to accurately prepare deposits and bills.

TECHNICAL

1. Develops the library's collection ("collection" is everything the library has on hand for its customers: books, DVDs, CDs, magazines, newspapers, subscriptions to electronic resources and more). Collection development includes both the selection of materials and equipment and the weeding of materials and equipment in accordance with the written books and materials policy approved by the board.
2. Knows the publishing industry and vendors from which libraries acquire materials, equipment and services.
3. Applies effective procedures for ordering, receiving orders, resolving problems, and accounting for expenditures.
4. Is familiar with services to share cataloging information.
5. Plans for and implements appropriate technology in the library.
6. Evaluates electronic products and services and makes customer-focused, cost-effective choices in their selection and use.
7. Supervises the cataloging and processing of materials.
8. Coordinates the library's participation in networks and statewide programs.
9. Analyzes reference requests and designs search strategies for locating information.
10. Performs general circulation tasks as staff schedule requires.
11. Manages and maintains the library's automation system, computer technology, and other library equipment; calls professional help when needed.

PUBLIC RELATIONS

1. Serves as liaison with Friends of Library and volunteers.
2. Directs and provides outreach services to the community (home delivery, programs, and more).
3. Writes and approves news for media, including weekly news column.
4. Maintains library web page and other social media platforms.
5. Speaks to groups about library services.
6. Deals with confrontational and emergency situations.
7. Creates materials displays.
8. Maintains an organized record of local history at the library, including books, articles, microfilm, media, genealogy records and other online resources.
9. Uses demographic information to assist in identifying community information needs.
10. Represents the library in the community and promotes the library and its services.

MINIMUM QUALIFICATIONS

1. Knows modern public library administration, organization, procedures, policies and services (including full knowledge of all other library staff positions).
2. Plans, directs, and coordinates the work of subordinates.
3. Senses the importance of good public relations and the faculty to deal with the public.
4. Continues to train to keep up-to-date on library principles and information.
5. Demonstrates technical proficiency.
6. Communicates effectively orally and in writing.
7. Uses time management skills.
8. Sets priorities.
9. Uses effective problem solving and decision making techniques.
10. Library director certification in the state of Iowa.

PREFERRED QUALIFICATIONS

1. Two years experience in a public library setting.
2. B.A.and/or M.A. in Library and Informational Sciences or willingness to pursue.

PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS

1. Intermittent physical activity including bending, reaching, standing.
2. May be required to work extended periods of time.
3. Computer Knowledge

DISCLAIMER

This job description is not meant to be all-inclusive of the duties and responsibilities of the job. This job description does not act as an employment contract.

DATES

Issued	01/2000
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