

# Library Director

## Job Description

Job Title: Library Director

General Description:

Directs and supervises the public library for the City of Grundy Center; does related work as required. This employee is responsible for planning, organizing, directing, and coordinating all activities of the Kling Memorial Library. The Library Board of Trustees determines general policies for the Library, while the Library Director plans, directs, and executes varied library services and programs related to community needs analysis and based on the roles the library has chosen to play in the community. This position is hired, reports to, and is evaluated annually by the Library Board.

Reporting Relationship(s):

Reports to: Library Board of Trustees

Supervises: All library staff, library volunteers, and community service workers

Characteristic Duties:

- Plan, organize, and administer programs and procedures governing library service.
- Implement policies and directives of the Library Board.
- Determine goals based on community analysis and Library Board policies.
- Select and purchase library materials, equipment, software, and electronic resources.
- Catalog and or instruct and oversee cataloging of materials based on AACR2 rules and MARC Record format.
- Review and supervise specialized programs and projects managed by library personnel.
- Prepare and administer the budget as approved by the Library Board and City Council.
- Research and introduce new technology and formats into library operations.
- Plan, draft, and administer standard procedures for library operations and outreach services.
- Represent library presence to other organizations in the community.
- Attend meetings of the "Friends of the Library" and "Library Foundation".
- Serve as primary channel between Library Board and library employees.
- Conduct staff orientation, workshops, and meetings.
- Hire and evaluate library employees (with the exception of the library director).
- Prepare necessary financial records and reports.
- Cooperate and consult with officials of other agencies on common library issues at city, county, regional, state, and national level.
- Organize and administer a comprehensive marketing and PR program to patrons, community members, organizations, schools, and businesses.
- Coordinate building maintenance, expansion, and capital improvement projects.
- Advise Library Board of problems and needs in all areas of library operations.
- Plans agenda (in consultation with the Library Board present) for meetings of the Library Board; attend meetings of the Library Board.

- Makes recommendations for improving library services, policies, budget, goals, and long-range planning.
- Attain certification with Iowa Library Services within two years of hire and maintain certification.

Required Knowledge, Skills, and Abilities:

Comprehensive knowledge of professional library science administration, library automation systems, MARC format, cataloging, AACR2 rules and electronic databases. Strong computer and desktop publishing skills are necessary. Ability to coordinate library with other city and community activities; ability to organize and conduct training programs for support staff; ability to speak and write effectively; strong PR and marketing skills. Must have strong customer service skills, ability to get along with others, initiative, good judgement, tact, and courtesy.

Minimum Qualifications:

Bachelor's degree. If degree has not been attained, Library Board of Trustees will determine whether candidate's professional library experience is an adequate substitute. Experience in professional library work and possession of any equivalent combination of experience and training which provides the required knowledge, skills, and abilities. Library Certification Courses through Iowa Library Services mandatory within two years of hire.

Preferred Qualifications:

- Experience in library administration.
- Master of Library Science degree from and ALA Accredited school.
- Iowa Librarian Certification

Physical and Environmental Characteristics:

- Intermittent physical activity including bending, reaching, and prolonged periods of sitting or standing.
- Regular lifting and carrying of objects weighing up to 50 lbs.
- Pushing and/or pulling up to 100 lbs.

Disclaimer:

The intent of this job description is to provide a representative summary of the major duties and responsibilities of the position. Incumbents may be required to perform job-related tasks other than those specifically presented in this description. This job description does not constitute a contract of employment.

Adopted: November 9, 1998

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