

Wall Lake Public Library

Library Director Job Description

Job Objective:

Under the supervision and direction of the five-member Board of Trustees, the Library Director is responsible for all aspects of the operation of the Library, including financial, facility, and personnel management. The Library Director is responsible for planning, policies, collections, programs, procedures, budgeting, personnel and representing the Library within the community.

Primary Responsibilities:

- Manage the day-to-day operations of the Library
- Evaluate and plan for future needs in keeping with the Library's mission statement, policies, and strategic plan
- Prepare the meeting materials and participate in the monthly Board of Trustees meeting
- Hire, train, evaluate and develop staff
- Teach and model excellent customer service practices
- Prepare and present annual Library budget with input from the Board
- Manage library operating budget from month-to-month and prepare all bills for payment
- Manage fees, donations, grants, etc. and seek contributions from outside sources to enhance services and collections
- Draft and recommend policies to the Library Board and implement policies and procedures
- Maintain effective working relationships with Board of Trustees and City of Wall Lake officials and staff
- Positively represent the library to patrons, community, businesses, and professional groups
- Prepare and maintain required reports and statistics
- Coordinate and supervise facility equipment and negotiate maintenance contracts with contractors and vendors
- Oversee computer systems, assess library technology, and plan for future technology needs of the Library
- Oversee media, social media, and publicity for the Library
- Participated in professional meetings, classes, conferences and workshops
- Reviews and approves selection of all materials for purchase and develops strategies for building, weeding and maintaining collection

Knowledge, Skills and Abilities:

- General knowledge of library science
- Knowledge of management principles and practices
- Knowledge of supervision, training, and staff utilization principles
- Knowledge of library reference sources, print and online
- Knowledge of children's, young adult, and adult literature
- Knowledge of online automation and online office products
- Knowledge of budgets and finance
- Ability to plan, organize, supervise, and evaluate work of employees in diversified Library activities
- Knowledge of collection development and programming
- Human relation and communication skills
- Ability to establish and maintain effective and harmonious working relationships with employees, other agencies and the public
- Ability to communicate effectively, verbally and in writing
- Ability to follow written and verbal communications
- Public speaking skills
- Time management skills
- Possess a valid Iowa driver's license, have the ability to drive independently, and provide own transportation.
- Perform other duties as required

Tools and Equipment used:

Library computer system, personal computer, including Internet search engines and the library's website, word processing and database management software, copy/fax/scan machine, email, telephone.

Physical Demands:

The physical demands described here are representative of those that must be met by and employee to successfully perform the essential functions of this job.

The employee frequently is required to stand, walk, sit, use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to climb, or balance and stoop, kneel, crawl. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job includes close vision and distance vision.

Work Environment:

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of the job.

While performing the duties of this job, the employee may be occasionally be exposed to outside weather conditions. The noise level in the work environment is usually quiet. The employee will be required to operate typical business office equipment, including computer hardware.

Driving may be required to assigned work sites and meetings. Employee must possess a valid Iowa driver's license, have the ability to drive independently, and provide own transportation.

Accommodations:

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Education, Experience, and Training:

REQUIRED: High school diploma or General Educational Development (GED); college degree preferred.

REQUIRED: Library Director must complete the Endorsement Program as administered by the State Library of Iowa within two years of hire.

REQUIRED: Must maintain Library Directory Endorsement by competing the prescribed number of continuing education credit hours.

Previous public library experience preferred or similar previous customer service experience preferred 1 year

Disclaimer:

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

Job Type: Part-Time

Pay:

Adopted: June 21, 2023 by the Board of Trustees