

Gibson Memorial Library

Job Title:	Library Director	Job Category:	Professional
Department/Group:	Administration/Management	Job Code/ Req#:	25-4021
Location:	Creston, IA	Travel Required:	Yes
Level/Salary Range:	\$39,000 – 48,000	Position Type:	Full-time
Direct supervisor:	Library Board of Trustees City of Creston	Date Posted:	
Will Train Applicant(s):		Posting Expires:	
External Posting URL:			
Internal Posting URL:			
Applications Accepted By:			
FAX OR EMAIL: crestonlibrary50801@gmail.com		MAIL: Board of Trustees Gibson Memorial Library 200 W. Howard Creston, IA 50801	
Job Description			
NATURE OF WORK			
<p>Typical duties include preparing and overseeing the budget, developing employment and service policies, strategic planning, public and governmental relations, reporting to the governing board or official, ensuring compliance with laws, fundraising, hiring, motivating and terminating staff. Administer library and perform related library services. The City of Creston, Iowa is a community with a population of 7,788. The library serves all of Union County which has a population of 12,359. The Library Director reports to a nine (9) member Board of Trustees and manages the facility, a staff of seven (7) employees, the library finances and all aspects of the operations. Eligibility of benefits are determined by the personnel policies of the City of Creston. Performs related work as required.</p>			
<u>Duties and Responsibilities:</u>			
<ul style="list-style-type: none"> • Supports Intellectual Freedom – the right of every individual to both seek and receive information from all points of view without restriction. • Drafts and recommends policy to the Library Board and plans for the implementation of public library goals and objectives. • Provides the Board with monthly budget updates, library statistics and trustee training opportunities. • Prepares the annual department budget and presents to the Library Board and City Council. • Compiles reports for State Library of Iowa and shares those reports with the Board. Examples include, but are not limited to, accreditation, annual survey, Enrich Iowa and Open Access reports. • Attends professional meetings and workshops to stay informed on issues related to library management and services. • Represents the library on regional and State committees and serves as the City’s authority on library issues. • Directs the operations of Technology and Children’s services at the Gibson Memorial Library directly supervises Adult/Teen/Children outreach services. • Evaluates and administers circulation, reference, reader’s advisory services, children’s services, 			

community services, programming and public information.

- Directs the development and maintenance of the public library collection of books, periodicals, records, audiobooks, digital library services, library of things, and DVDs.
- Oversees the development, repair and maintenance of the library building.
- Provides staff support to the Library Board of Directors by assisting with meetings, preparing reports, and implementing policy decided by the Board.
- Prepares the annual department budget and presents/defends the budget request before the Library Board and City Council.
- Directs and controls the expenditure of departmental fund allocations within the constraints of approved budgets.
- Confers with City officials and the general public to provide information, resolve problems and complaints.
- Directs the training of library staff in technical and administrative library skills.
- Manages library correspondence and library financial operations.
- Attends professional meetings and workshops staying informed on issues related to library management and services.
- Directs and participates in personnel actions such as hiring, termination, assignment, employee appraisals, employee work schedules and labor relations.
- Represents the library on regional and state committees and serves as the City's authority on library issues.
- Seeking funding for programming and library services by writing and securing grant funding.
- Responsible for creating community partnerships with local organizations, schools and other businesses.
- Makes presentations to community groups to explain library programs and services. Receives complaints and/or special requests from patrons and community groups, providing response or conflict resolution.
- Assists in training the Library Board in conjunction with the Vice President of the Board.
- Compiles reports for Accreditation and the End-of-the-Year Survey for the State Library of Iowa.
- Greets and ensures all patrons feel welcome in the library. Ensures the circulation desk is kept neat and orderly.
- Assumes responsibility for library operations and for opening and closing the library.
- Assumes responsibility for library operations, including but not limited to, duty at the adult and children's circulation desks, telephoning reserves, handling special projects, use of the copy machine, or assisting with programming for all ages.
- Helps to establish and maintain a high level of service performance standards.
- Welcomes patrons to the library, answers reader advisory, directional and informational questions about the library; referring other questions to the appropriate staff member or director
- Demonstrates a working knowledge of library science principles and practices.
- Assists patrons with typical library procedures such as checking materials in and out, shelving and retrieving materials from the book drop and sorting of carts.
- Performs related work as required.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Director Endorsement from the State Library of Iowa, or must attain endorsement within two years of employment, and the Library Director must possess a bachelor's degree from an accredited college.

Preferred a Master of Library Science degree (MLS) or a Master of Library and Information Science (MLIS) from

an American Library Association (ALA)-accredited school.

PREFERRED SKILLS & ABILITIES

- Library manager employs management techniques.
- Thorough knowledge of the principles and practices of public library functions.
- Thorough knowledge of the principles and practices of public administration as applied to public libraries.
- Thorough ability in oral and written communications.
- Thorough ability to administer the activities of public library and to supervise the work of others.
- Thorough ability to make decisions in an environment of limited resources and competing claims.
- Thorough ability to establish and maintain effective working relationships with superiors, subordinates, associates, officials of other agencies, and the general public.
- Ability to work in a pleasant and effective manner with customers, co-workers, other agencies and departments.
- Ability to assist patrons in their searches including retrieving and re-shelving all types of materials.
- Working knowledge of the alphabet and numerical library system.
- Proficient in personal computer skills including e-mail, word processing and applying for jobs online.
- Ability to read, understand and follow oral and written instructions and make decisions with established guidelines, policies and procedures.
- Ability to be creative, flexible and to prioritize tasks.
- Ability to work with a minimum level of supervision and regularly take personal initiative to execute work responsibilities.
- Ability to use independent judgement to make decisions.
- Must be able to work nights and weekends and be flexible to switch shifts when necessary.
- Must be able to work during the Summer Reading Program (June & July) and during other peak times for the library.

PHYSICAL DEMANDS

- Frequently required to walk, sit, talk and hear.
- Frequently required to use hands to handle, feel or operate objects, tools or controls and to reach with hands and arms.
- Hand-eye coordination is necessary to operate computers and various office equipment.
- Occasionally required to climb a step stool or ladder; Occasionally required to balance, stoop, kneel or crawl.
- Occasionally lift and/or move objects of 40 pounds or more.

ADDITIONAL NOTES

Trains employees in library routines; prepares work schedules and assigns areas of responsibility; prepare department budget and various reports; approves expenditure of appropriations for library purposes; checks bills and employee time records; assists users in obtaining best results from the use of library facilities; prepares and makes annual report of operations for City Administrator and State Library; confers with City officials and the general public to provide information and to resolve problems or complaints; confers with agencies, other libraries, corporations and community groups in development of library programs for the City, region and state and assists in coordinating inter-library loan program efforts; directs and participates in personnel actions such hiring, termination, assignment, evaluation and labor relations; fills in at public service desk as needed; regular and punctual attendance; Selects and purchases new books and supplies; performs related work as required. Bilingualism is encouraged.

Gibson Memorial Library

Gibson Memorial Library, and the City of Creston, are an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Library will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and position incumbents to discuss potential accommodations with the Employer.

Employee:		Date:	
Supervisor:		Date:	
Last Updated By:	Library Board of Trustees	Date/Time:	June 13, 2022