

**Gibson Memorial Library
Job Description**

Title:	Library Director	Reports to: Library Board
Date:	June 2020	Starting Salary Range:
Location:	Creston, IA	\$39,000 – \$48,000

Nature of Work

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 five member Board of Trustees and manages the facility, a staff of 6 employees, the library finances, and all aspect of the operations. Eligibility of benefits are determined by the personnel policies of the City of Creston. Performs related work as required.

Duties and Responsibilities:

- Drafts and recommends policies 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 share with Board. Examples include but 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.
- Advises Board on staffing needs and hires to fill vacancies and terminates if needed.
- Demonstrates a working knowledge of library science principles and practices.
- Plans and conducts staff meetings and participates in community and professional meetings to discuss and act on library matters and problems.
- Directs the training of library staff in technical and administrative library skills.
- Directs and participates in personnel actions such as hiring, termination, annual employee appraisals, and employee work schedules.
- Oversees the selection, acquisition and processing of library materials to meet public needs within the structure of library selection policies and budgetary limitations.
- Delivers book reviews and programs to publicize library activities and services; provides library public relation services, assists the activities of the Friends of the Library.
- Updates and maintains library website and social media to market library services.
- Makes presentations to community groups to explain library programs and services.
- Welcomes patrons to the library, answers reader advisory and assists with typical library procedures.

- Seeks funding for programming and library services by writing and securing grant funding.
- Creates community partnerships with local organizations, schools, and other businesses.
- Evaluates library environments and key operational indicators to identify problems, concerns, and opportunities for improvement.
- Confers with City officials and the general public to provide information, resolve problems and complaints.

Qualifications and Education Requirements

The minimum qualification is a Bachelor's Degree from an accredited college, 3 years library experience and the State Library of Iowa Public Library Director Endorsement. Preferred qualifications include a Master's Degree in Library Science/Library Information Science; experience in library administration and 5 years of library experience.

Preferred Skills and Abilities

- 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 communication.
- Thorough ability to administer the activities of the 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.
- Proficient in personal computer skills including email, 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 work with a minimum level of supervision and regularly take personal initiative to execute work responsibilities.
- 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 and during other peak times for the library.

Physical Demands

- Involves standing, walking, and lifting objects up to 40 lbs.
- Must be able to see and hear within normal limits with or without corrective devices.
- Requires eye/hand/arm coordination and precise use of fingers and hands in typing and entering data and technical information from professional publications, manuals, screens and other devices involving 20" or less vision.
- Occasionally required to climb a step stool or ladder.
- Occasionally required to balance, stoop, kneel or crawl.