

JOB DESCRIPTION

Job Title	Library Director
Status	Full Time (40 hours/week)
Benefits	Sick/vacation/personal; health insurance, life insurance, IPERS
Supervises	All Library Personnel
Reports to	Library Board of Trustees

Under broad policy guidance and direction from the Library Board of Trustees, performs professional and administrative duties in planning, developing, implementing and directing public library services for the Orange City Public Library. The Library Director provides leadership and serves as the library's primary public representative. These duties include budget preparation, evaluation, personnel, collection development, grant writing, community relations, and facility maintenance.

MAJOR AREAS OF RESPONSIBILITY

- Manage the day-to-day operations of library business, personnel, and maintenance of building and grounds
- Develop and recommend to the board, all library policies
- Attend board meetings, prepare written progress, financial, and statistical reports, and inform board of important issues
- Prepares a draft of the annual library budget for board discussion and approval and participates in the presentation of the adopted budget to local officials
- Appropriately expend funds based on board approved budget
- Prepare and submit annual report to the Board and to City Council
- Accurately report library's current progress and future needs to the Board
- Develop and implement library programs and services
- Hires, supervises, and evaluates all employees and volunteers who work in the library, and terminates employment, if necessary
- Maintain monthly work schedules for library personnel
- Oversee the selection and ordering of all books, media, print and digital materials, and other library materials and resources, and maintenance of library collection
- Work effectively with other city department and professional organizations
- Participate in continuing education activities and professional organizations
- Perform other duties as assigned

EDUCATION AND EXPERIENCE

- Bachelor's degree required. MLS from an ALA accredited institution preferred
- Five years of progressively responsible public library experience, or experience in a related field with comparable demands and responsibilities
- Three years of administrative experience
- Public Library Certification from the State of Iowa, or the ability to achieve it within two years of hire

PHYSICAL REQUIREMENTS

- Infrequently lift and carry objects up to 10 lbs
- Infrequently pulling, pushing, reaching overhead, kneeling, stooping, bending at the waist, and climbing several steps; sitting or standing at a service counter or sitting at a desk or workstation
- Using a computer display, keyboard, and mouse with repetitive motions
- Using the telephone, office equipment such as photocopier, scanner, etc.
- Possess a valid Iowa driver's license and be able to drive independently to meetings, workshops, conferences within the region and/or around the state

KNOWLEDGE AND ABILITY

- Effective interpersonal skills, including creative and diplomatic management and motivational leadership abilities
- Highly developed verbal and written communication skills, including the preparation of comprehensive and accurate reports
- Thorough knowledge of the philosophy, techniques, and technology to provide quality public library service
- Ability to supervise staff and delegate responsibility in an effective manner.
- Ability to establish and maintain appropriate priorities, make administrative decisions, and meet deadlines
- Ability to work within a confidential environment

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 other job related tasks other than those specifically presented in this description.

Revised March 2019