LIBRARY DIRECTOR

1. Title: Library Director

2. Reports to: James Kennedy Public Library Board of Trustees

3. Purpose and scope of the job:

    - Administrative and professional work in directing all the personnel and activities of the James Kennedy Public Library.
    - Involves direction, planning, coordinating, and controlling all the activities and personnel of an active, medium-sized municipal public library.
    - Supervises a minimum of ten employees, both full and part-time, as well as a variety of volunteers.
    - Is a City of Dyersville employee.
    - Works with the library staff, library Board of Trustees, city government and staff, the Northeast Iowa Library Service Area and State Library to provide the best possible library service to residents of the City of Dyersville.
    - Work is carried out in accordance with policies established by the James Kennedy Public Library Board of Trustees

4. Specific duties:

    - Administration and management
    - Management and supervision of Assistant Director and Librarians
    - Adult collection development
    - Supervision of all collection development
    - Supervision and maintenance of collection (arrangement and weeding)
    - Supervision of cataloging and classification (including original cataloging)
    - Reference
    - Reader's advisory (advising patrons on choosing books and materials)
    - Management of automation and technology processes
    - Information literacy (teaching patrons how to use the library)
    - Grant writing
    - Supervision of all programming
    - Supervision of public relations activities, including preparation of newspaper columns, fliers, posters, brochures, etc.
    - Supervision of library website
    - Compilation of statistics and reports
    - Allocation of materials budget
    - Preparation of preliminary annual budget
    - Administration of annual budget
    - Recommendations of new policies; revisions of existing policies
    - Authorized to sign contracts on behalf of the Board of Trustees
    - Continuing education

- Attendance at Board Meetings, County Meetings, etc.
- Related work as required

5. Knowledge, abilities, and skills:

Required: Knowledge of the mission, purpose and policies of the library
Knowledge of books, authors, and publications in all formats
Knowledge of the principles and practices of librarianship
Knowledge of good customer service principles with an ability to deal pleasantly and effectively with both the public and library staff as well as establish and maintain effective working relationships with employees and the general public.
Knowledge of computers, library technology, and automated systems
Ability to supervise employees and volunteers at all levels of expertise
Ability to communicate effectively, both orally and in writing
Ability to plan, organize, and carry out library activities
Ability to prepare and maintain work records
Ability to deal with the public in difficult and general work situations
Ability to work with other city employees
Skill in the use and care of standard library and office equipment

Preferred: Understanding of the unique needs of rural communities
Knowledge of grant writing procedures
Knowledge of public relations and publicity methods
Ability to prepare and defend budgets

Knowledge of programming techniques

6. Education and experience:

Required: MLS or equivalent

Preferred: Experience in professional public library service
Experience in administration and management
Experience in budgeting

7. Full-time salaried position

Adopted 8/88 ; revised 11/92; 10/93; 5/96; reviewed 7/98; 5/00; revised 2/02, revised by director 7/04, revised 6/07, reviewed 1/2010, revised 5/2011

ASSISTANT DIRECTOR

1. Title: Assistant Director

2. Reports to: Library Director

3. Purpose and scope of the job:

    - Administrative and professional work of assisting the director in supervising the day-to-day operations of the James Kennedy Public Library
    - Involves direction, planning, and coordinating all the activities of the Circulation and Technical Services departments in an active, medium-sized municipal public library
    - Responsible for Information Technology duties including but not limited to:
        - Marketing and public relations, including preparation of public relations materials (newspaper columns, fliers, calendar of events, etc.
        - Maintenance of web site and social networking presence
        - Gaming and media collection development and programming
        - Maintenance of public and staff computer network
    - Is a City of Dyersville employee
    - Works with the Library Director and other library staff to provide the best possible service to the City of Dyersville
    - Is person in charge of the library when the library director is unavailable

4. Specific Duties:

    - Management of Circulation Department
    - Management of Technical Services Department
    - Management of Information Technology
    - Management and supervision of all volunteers and community service persons
    - Coordinates the volunteer program
    - Marketing and public relations, including but not limited to preparation of fliers, monthly calendar of events, press releases, PSAs, weekly newspaper columns, etc. (in collaboration with other staff)
    - Maintenance of library website
    - Maintenance of library's social networking presence, including but not limited to Facebook and Twitter
    - Gaming and media collection development and programming (in collaboration with other staff)
    - Maintenance and troubleshooting of public and staff computer workstations
    - Reference, including primary responsibility for Internet and Web Searching
    - Reader's advisory (advising patrons on choosing books and materials)
    - Supervision of overdues procedures
    - Assist with cataloging and classification
    - Assist with grant writing, research, and review

- Organization and administration of Interlibrary Loan Services
- Information literacy
- Circulation
- Assist patrons with computers (word processing, web searching, etc.)
- Will be responsible for opening at least one morning per week, working the evening and closing one evening per week, and / or working one or more weekend shift.
- Represent the James Kennedy Public Library at meetings, conferences, etc., as deemed appropriate by the Library Director
- Responsible for managing the library when the Director is unavailable
- Continuing education
- Related work as required

5. Knowledge, Abilities, and Skills:

Required: Knowledge of the mission, purpose and policies of the library
Knowledge of the principles and practices of librarianship
Knowledge of good customer service principles with an ability to deal pleasantly and effectively with both the public and library staff as well as establish and maintain effective working relationships with employees and the general public.
Knowledge of computers, library technology, and automated systems
Ability to supervise employees and volunteers at all levels of expertise
Ability to communicate effectively, both orally and in writing
Ability to plan, organize, and carry out library activities
Ability to prepare and maintain work records

Preferred: Knowledge of cataloging and classification
Knowledge of interlibrary loan
Knowledge of grant writing procedures
Knowledge of marketing and public relations
Knowledge of social networking, including web sites, blogs, facebook, twitter, etc.

6. Education and Experience:

Required: MLS or equivalent

Preferred: Experience in professional public library service
Experience in administration and management

7. Full-time salaried position

Approved 8/2011

LIBRARIAN

1. Title: Librarian

2. Reports to: Library Director

3. Purpose and scope of the job:

    - Professional work in all areas of one or more of the following:
        - Adult Services – ages 18 +
        - Children Services – ages 0-11
        - Young Adult Services – ages 12-17
        - Senior Services – ages 55+ includes:
            - Homebound program
        - Genealogy / Iowa History Services – includes:
            - Indexing of microfilm, local newspapers, Iowa history magazines, etc.
            - Provide assistance with genealogy and Iowa history research
        - Periodicals and serials
        - Supply management

    - Involves directing, planning, coordinating, and controlling all the activities in a department or program area of an active, medium-sized municipal public library
    - Includes but is not limited to programs within the library and at outreach centers (day care, senior centers, schools, etc.)
    - Utilizes books, stories, songs and other library resources
    - Programming may include teaching classes, such as computer classes
    - Includes responsibility for displays and exhibits in department or program area
    - Supervises aides and volunteers when necessary
    - Is a City of Dyersville employee
    - Works with the Library Director and other library staff to provide the best possible service to the City of Dyersville
    - Is person in charge of the library when the Library Director or Assistant Director is unavailable

4. Specific Duties:

    - Circulation
    - Reference
    - Reader's advisory
    - Information literacy
    - Assist patrons with computers (word processing, web searching, etc)
    - Public relations activities in collaboration with Assistant Director (for assigned program areas)
    - Collection development, including books, periodicals, and non-print materials (for assigned program areas)

- Supervision of mending and repairing of books, magazines, DVDs and CDs (for assigned program areas)
- Programming (for assigned program areas)
- Supervision of bulletin boards, decorating, displays and exhibits (for assigned program areas)
- All librarians will be responsible for opening at least one morning per week, working the evening and closing one evening per week, and / or working one or more weekend shift.
- All librarians will work a minimum of 10 hours per week "on the floor"
- Supervision of subordinate employees, volunteers, etc. when are "Librarian on Duty"
- Represent the James Kennedy Public Library at meetings, conferences, etc., as deemed appropriate by the Library Director
- Manage the library when the Director and Assistant Director are unavailable
- Continuing Education
- Related work as required

5. Knowledge, Abilities, and Skills:

Required: Knowledge of the mission, purpose and policies of the library
Knowledge of materials, authors and publications in one or more program area
Knowledge of the principles and practices of librarianship
Knowledge of good customer service principles with an ability to deal pleasantly and effectively with both the public and library staff as well as establish and maintain effective working relationships with employees and the general public.
Knowledge of computers and technology
Ability to plan, organize, and carry out library activities
Ability to prepare and maintain work records

Preferred: Knowledge of programming techniques

6. Education and Experience:

Required: B.A. or equivalent combination of education and experience
Certification at any level by the State Library of Iowa within 2 years of start date

Preferred: Experience in library services and tasks

7. Permanent part-time position, requiring some evenings, week-ends, and flexibility to meet requirements of programming / average work week of 20 - 30 hours.

Revised 5/2011

TECHNICAL SERVICES CLERK

1. Title: Technical Services Clerk

2. Reports to: Assistant Director

3. Purpose and scope of the job:

   - Routine acquisitions, copy cataloging, interlibrary loan, circulation, and office work in the public library
   - Involves working with the public and performing routine library tasks in an active, medium-sized municipal public library
   - Is a City of Dyersville employee
   - Works with the library staff to provide the best possible service to the City of Dyersville

4. Specific Duties:

   - Interlibrary loan
   - Sorting mail, including checking in new materials, comparing them to packing slips, reconciling packing slips with invoices
   - Copy cataloging
   - Processing of withdrawn books, including removal from SILO database
   - Processing of materials designated for the storage, duplicate or partner collections
   - Circulation
   - Assist with overdue procedures
   - Answer telephone
   - Respond to simple informational (i.e., hours) and directional (where is the … section) requests
   - Simple reference
   - Shelving and shelf reading
   - Related work as required
   - May be required to manage library alone during brief times when librarian is not available

5. Knowledge, Abilities, and Skills:

   Required: Ability to follow written and oral instructions
   Ability to operate a computer
   Ability to work with the public
   Knowledge of the Dewey Decimal System
   Physical ability to bend and reach as required by shelving tasks

   Preferred: Willingness to learn new skills
   Some knowledge of routine library procedures

6. Education and Experience:

   Required: High school diploma

   Preferred: Experience with organizational systems
   Experience in routine library work
   Experience with computers

7. Permanent part-time hourly position / average work week of 35 hours

Revised 5/2011

CIRCULATION / SHELVING / PROCESSING CLERK

1. Title: Circulation and Shelving Clerk

2. Reports to: Assistant Director

3. Purpose and scope of the job:

   - Routine circulation, processing and shelving work in the public library
   - Involves working with the public and performing routine library tasks in an active, medium-sized municipal public library
   - Is a City of Dyersville employee
   - Works with the library staff to provide the best possible service to the City of Dyersville

4. Specific Duties:

   - Circulation (primary, as assigned)
   - Shelving of materials in all areas of the library (primary, as assigned)
   - Shelf reading
   - Materials (books, DVDs, magazines, etc.) processing (primary, as assigned)
   - Answer telephone
   - Respond to simple informational (i.e., hours) and directional (where is the … section) requests
   - Simple reference
   - Assistance with interlibrary loan processing
   - Assistance with programs, when requested
   - Related work as required
   - May be required to manage library alone during brief times when librarian is not available

5. Knowledge, Abilities, and Skills:

   Required: Ability to follow written and oral instructions
   Ability to operate a computer
   Ability to work with the public
   Knowledge of the Dewey Decimal System
   Physical ability to bend and reach as required by shelving tasks

   Preferred: Willingness to learn new skills
   Some knowledge of routine library procedures

6. Education and Experience:

   Required: Some high school (must be at least 16 years old)

Preferred: Experience with organizational systems
Experience in routine library work
Experience with computers

7. Part-time position with hours ranging from 5 to 25 hours per week.

adopted 5/96; revised 1/97; 1/98; reviewed 7/98; 5/00; 3/02; revised 7/04,
10/06 (by director), reviewed 6/07, 1/2010; revised 5/2011

SUMMER / TEMPORARY LIBRARY AIDE

1. Title: Summer / Temporary Library Aide

2. Reports to: Library Director

3. Purpose and Scope of the job:

   - Specific and routine work in the public library.
   - Duties will include assisting in all aspects of library work as needed by permanent staff.
   - Involves working with the public and performing routine library tasks in an active, medium-sized municipal public library.
   - Works with the library staff to provide the best possible service to the residents of the City of Dyersville.

4. Sample duties:

- Circulation (checking materials in and out of the library using a computer).
- Reception (greeting people as they come in, answering the telephone, directing people to general areas of the library, referring them to librarian for assistant)
- Shelving and shelf reading
- Book processing
- Inventory
- Assistance with programming for all ages
- Related work as assigned

5. Knowledge, Abilities, and Skills:

   Required: Ability to follow written and oral instructions
   Ability to work with the public

   Preferred: Willingness to learn new skills
   Some knowledge of routine library procedures

6. Education and Experience:

   Required: Some high school course work

   Preferred: Experience with alphabets, filing, etc.
   Experience in routine library work

5. Temporary part-time position. Work hours and duties to be determined as needed and as budget allows.

Adopted 6/07, reviewed 1/2010, 5/2011

LIBRARY AIDE (AARP POSITION)

1. Title: Library Aide (AARP Position)

2. Reports to: Library Director

3. Purpose and Scope of the job:

- Simple clerical and routine work in the public library.
- Involves working with the public and performing routine library tasks in an active, medium-sized municipal public library.
- Works with the library staff to provide the best possible service to the residents of the City of Dyersville.

4. Specific duties:

- Circulation (checking materials in and out of the library using a computer
- Reception (greeting people as they come in, answering the telephone, directing people to general areas of the library, referring them to librarian for assistance)
- Shelving and shelf reading
- Book processing
- Related work as assigned

5. Knowledge, Abilities, and Skills:

Required: Ability to follow written and oral instructions
Ability to work with the public

Preferred: Willingness to learn new skills
Some knowledge of routine library procedures

6. Education and Experience:

Required: Some high school course work

Preferred: Experience with alphabets, filing, etc.
Experience in routine library work

7.Part-time position / average work week of 20 hours – position is filled by AARP person.

Adopted 11/99, reviewed 5/00, revised 7/04, reviewed 6/07, 1/2010, 5/2011