

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 directing, 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 officials and staff, and the State Library of Iowa 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
 - Direct 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 maintenance and troubleshooting of public and staff computer workstations
 - 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, Agency 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 8/1988; revised 11/92; 10/93; 5/96; revised 2/2002, 7/04, revised 6/07, reviewed 1/10, revised 5/11, 5/2014, reviewed 11/2015