



EXAMPLE

Job Description

Position Title: Library Director

Salary Range: \$45,000 - \$50,000

Effective Date: March 9, 2023

Reports To: Library Board of Trustees

Supervisory Responsibilities: 2 Staff (1 full time, 1 part time)

Example Library seeks to enrich the lives of our community and its members through lifelong learning, literacy, creativity, and inclusion.

Position Summary

In 3 – 4 sentences, summarize the primary purpose of the position.

The Director, under the direction of the Board of Trustees, is responsible for the leadership of the library and will oversee the library's strategic planning, administrative and management operations, library staff, finances, facilities, budgeting and compliance, programs, collections and services, technology, outreach and marketing.

The Director displays passion and vision, using their excellent people skills and strong business and political acumen to cultivate effective relationships within our community and champion our mission to provide exemplary customer service and Library access to all.

The Director oversees an annual budget of \$160,000 and a staff of 2 (1 full time and 1 part time). The position is exempt, full-time (37.5 hours per week) and is eligible for a benefits package including paid time off and health insurance.

About the Library

In 3 – 4 sentences, provide highlights regarding the library's history, special programming, and awards. Also include a short paragraph highlighting your library's service area.

Example Library, home to a collection of over 25,000 items, is proud to serve 1,500 community members in partnership with our dedicated staff. The Example Library building is a beautiful 7,000 sq. ft building originally built in 1950, which underwent a major renovation in 2015.

Example Library is located in charming Ideal, Iowa, a town with mid-western spirit and community-minded values. Ideal is a family-oriented town with great schools, beautiful parks, and friendly neighborhoods. Ideal, Iowa is conveniently nestled into the heart of Every Community and provides an easy commute to some of its largest cities of Fairview, Newport, and Hillcrest. Also nearby, the University of Students provides enriching educational and employment opportunities.

Essential Functions

List the essential functions of the position.

1. **Board Relations.** Works with the board to develop policies, plan and evaluate library services, prepare and oversee the library budget. Attends Board of Trustee and Board Committee meetings as the technical advisor. Plans and schedules Board education and development. Works collaboratively to ensure the library participates in State Library programs.
2. **Human Resources Management.** Oversees staff including hiring, training, supervision, evaluation, professional development, and disciplinary actions. Establishes appropriate levels of staffing and allocates resources throughout the library as needed. Recruits, trains, and manages library volunteers. Promotes a collegial environment dedicated to consistent, high-quality service.
3. **Operations & Finance.** Prepares and oversees the library budget. Manages library budget and financial operations in accordance with responsible financial practices and applicable policies and regulations. Provides oversight of library facilities and ensures compliance with applicable regulations and proper safety protocols.
4. **Programs & Services.** Oversees and assists with the daily operations of the library. Reviews, develops, plans, delivers, and maintains library collections, programs, and services to ensure they meet the needs of our community and patrons. Creates reports regarding the library's operations and services. Makes recommendations for library improvements. Uses exemplary customer service skills to respond to and resolve patron questions.
5. **Community Engagement.** Cultivates and maintains strong relationships and partnerships within and outside our community to expand the library's presence and reach broader audiences. Supports library development through fund raising activities and grant management.
6. **Leadership & Culture.** Serves as a leader and advocate of the library to the city and county governments and in the county library association. Ensures library policies and procedures create a safe environment and uphold our commitment to inclusion and diversity. Works with the Board and Staff to execute the library's strategic plan.
7. **Marketing & Communication.** Responsible for the development and execution of marketing and communication strategies to promote the library's programs, services, initiatives, and events. Seeks community input to evaluate and strengthen library programs and services. Maintains the library's website and other communication channels.

Additional Responsibilities:

- Attends meetings and forms partnerships with elected and appointed officials to promote the library and secure funding.
- Performs other library duties, including but not limited to checking materials in and out, issuing library cards, conducting cash register operations, managing library displays, and troubleshooting library equipment (PCs and related software).
- Serves as technical advisor to Friends group

Education & Experience

Indicate the level of education required and preferred for this position.

Education:

Required	Preferred	Level of Education
<input type="checkbox"/>	<input type="checkbox"/>	High school diploma <i>or equivalent</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Associate's degree
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Bachelor's degree
<input type="checkbox"/>	<input type="checkbox"/>	Master's degree

Field of Study

Degree in a relevant area of study preferred.

Experience:

Required	Preferred	Level of Supervisory/Management Experience
<input type="checkbox"/>	<input type="checkbox"/>	0 – 1 years
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2 – 3 years
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3 – 5 years
<input type="checkbox"/>	<input type="checkbox"/>	More than 5 years

Type of Experience

Relevant experience in management preferred. Public library, bookstore, or retail experience strongly preferred.

Other Requirements

Indicate other position requirements/ preferences (such as certifications and licensures) for this position.

Required	Preferred
State Library of Iowa endorsement within 2 years	Valid Iowa Driver's License

Knowledge, Skills, and Abilities

Provide examples of knowledge, skills, and abilities that are required to perform the primary responsibilities of the position.

- Shows enthusiasm for public service and commitment to customer service
- Maintains knowledge of current and emerging library technologies and trends
- Demonstrates leadership abilities with a high degree of motivation, initiative, resourcefulness, and integrity
- Displays a strong ability to prioritize work to meet project deadlines and library needs
- Exhibits excellent organizational skills with a high degree of attention to detail
- Demonstrates good decision making
- Possesses strong writing skills and a proven ability to effectively articulate clear and compelling messages
- Demonstrates knowledge of (or has ability to learn) standard office software and technology, such as computers, office equipment, and meeting room equipment
- Understands (or has ability to learn) the Integrated Library System (ILS) technology, eBook lending platform, and other digital library resources
- Maintains confidentiality and discretion regarding sensitive information
- Represents the library's mission and values