

JOB DESCRIPTION: City of Whittemore : Whittemore Public Library

TITLE: Library Director

Reports to: Library Board of Trustees

JOB SUMMARY: Directs and supervises the Library of the City of Whittemore; does related Library work as required. This is an hourly position ranging from 20 to 28 hours per week, with some evening and Saturday hours. The hourly wage will depend on the qualifications of the applicant. The Library Director will receive IPERS benefits, Holidays, and One Average Week of paid vacation after completing one year of employment.

EDUCATIONAL REQUIREMENTS: High School diploma is required. Must have State Library of Iowa Public Library Endorsement or obtain within 2 years of hiring, along with CEU's to maintain this certification.

JOB DESCRIPTION: The Library Director is responsible for planning, organizing, directing and coordinating all activities of the Library with the assistance of the Assistant Director and the Library Clerk. Directs library services and operations including the formation and implementation of policies, long-range goals and objectives. Supervises all employees. Prepares and submits an annual budget and presents monthly budget and activity reports to the Library Board of Trustees. Selects all print and non-print materials.

SPECIFIC DUTIES:

- Executes the decisions of the Board and has charge over the administration of the Library under the direction and review of the Board.
- Directs the development of the annual budget. Monitors expenditures and prepares monthly and annual reports for the Library Board and the City of Whittemore.
- Develops Library policies for approval by the Library Board.
- Supervises and evaluates the work of all library employees. Recommends to the Library Board the hiring of personnel and direction of the staff.
- Plans and supervised the development of the library collection to meet community needs. Selects and weeds all library materials.
- Participates in public relations activities. Speaks before community groups.
- Develops, supervises, and performs circulation desk procedures.
- Supervises the upkeep of the library facility. Orders and purchases all library supplies.
- Helps patrons with reference and materials requests.
- Processes and repairs library materials.
- Works with community volunteers to establish various programs throughout the year.

- Works the County and State libraries and other groups to enhance library services. Attends state meetings and workshops as funding allows.
- Attends all Library Board meetings and coordinates with the City Clerk with accounts and bills.
- Provides articles to the local newspapers regarding services available, new books, programming, and any other news. Publishes "The Library Ink Spot" as necessary.
- Ability to maintain a professional working relationship with the Library Board, City Officials, City Departments, County Board of Supervisors, and community groups.
- Ability to utilize budget monies wisely and knowledge of all library policies and procedures.
- Knowledge of materials selection processes and tools. Ability to select materials without personal bias.
- Proficient in computer programs, ability to learn new computers programs, to operate office machines and other library equipment.
- Research and support grant writing for the library growth and operational development.
- Responsible for overall cleanliness and image of the library.

WORKING CONDITIONS: Assist library customers in the use of the library and perform work which is moderately physically demanding. Occasional climbing, stooping, kneeling, and reaching activities. Requires ability to converse, using verbal and listening skills, with patrons, the public and staff. Ability to deal with difficult people. Minimal physical strength requirements involving the moving, lifting, pushing, carrying and pulling of objects weighing up to 50 pounds.

This is a general job description, which is not all inclusive. Working conditions, duties, and responsibilities are subject to changing requirements at any time.