



POSITION DESCRIPTION

POSITION: DIRECTOR OF LIBRARY

DEPARTMENT: LIBRARY

REPORTS TO: LIBRARY BOARD

(\$28.11-\$34.16 hr.)

CIVIL SERVICE: NO

FLSA EXEMPT: YES

SALARY RANGE: \$58,469 - \$71,053

APPLY: To receive consideration, please send a letter of interest, resume and transcript(s) (unofficial copy accepted) to: librarydirectorapps.50201@gmail.com

This posting will remain open until the position is filled.

FUNCTION:

The Library Director directs all administrative, professional, and technical public library activities subject to general Library Board of Trustees and municipal restrictions.

SUPERVISES:

Library Staff; Volunteers

EQUIPMENT USED:

Standard office equipment, including computers, tablets, and other forms of electronic equipment.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Administer all activities of the public library system in cooperation with the Nevada Library Board of Trustees.
- Employ sound project management principles and procedures in the planning and implementation of programs and services.
- Work with the Library Board to develop library policies; understand, apply and explain applicable city, state and federal laws; implement policies as required.
- Take initiative to solve wide range of intellectual/philosophical and practical problems using creativity and innovation when appropriate.
- Develop good working relationships with City Manager, City Council, Mayor, and other City Department Heads.
- Responsible for hiring, training, evaluating, mentoring, and supervising employees and volunteers; create a work environment that promotes good employee morale.
- Prepare monthly and annual reports as required for the Library Board, City Officials, and State Library.
- Work with Library Board President to prepare monthly Board meeting agendas.
- Attend all scheduled Library Board meetings and other national, state, regional and county meetings as necessary.
- Prepare annual Library budget for Board approval and provide monthly updates. Establish effective financial management processes and services using sound business and financial judgment.
- Develop, promote, and facilitate community outreach programs.
- Develop long-range/strategic plans in coordination with Library Board.



- Manage all aspects of library technology, including circulation system, and make recommendations for necessary improvements.
 - Use appropriate criteria to select/deselect library materials as needed to maintain a vibrant collection to meet the needs of the community.
 - Monitor the condition of building and grounds, and supervise custodial staff to promote a clean and safe environment for staff and library patrons.
 - Develop a schedule for capital improvements.
 - Attend continuing education courses and conferences to maintain State Library of Iowa certification; maintain knowledge of current trends.
 - Act as Library liaison with Friends of the Nevada Public Library Foundation.
 - **Other Job Functions**
 - Funding: identify additional funding sources through grants, donations, etc. to support the Library's mission and future.
 - Circulation/Reference: assist as needed; resolve patron issues.
 - Other duties as apparent or assigned.
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REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Strategize with Board of Trustees and Library staff to construct, create by-in, and skillfully articulate a forward thinking vision for the Library.
 - Incorporate professional library principles and practices.
 - Identify and consider the needs and interests of the community.
 - Analyze problems and develop effective solutions, using creativity and innovation when appropriate.
 - Establish effective working relationships within the community, city government, and the Library staff.
 - Communicate effectively verbally and in writing.
 - Comprehend and apply administrative principles, methods, and techniques required in the management of a library system.
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REQUIRED EXPERIENCE AND TRAINING:

- Graduation from an accredited college or university with a Master's Degree in Library Science; at least 3 years of progressively responsible work in the library field, with experience in public libraries preferred, and at least 2 of those 3 years in library administration.
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ENVIRONMENTAL CONDITIONS:

- Generally, work is performed in an office environment with appropriate heating and cooling and is not subject to significant occupational or environmental hazards other than those normally associated with general public contact.
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PHYSICAL REQUIREMENTS:

- Reach and handle a variety of paper documents using fingers and hands.
- Precise use of fingers in typing and entering data using a standard keyboard.
- Occasionally lift, carry, push, and pull objects and documents weighing up to 100 pounds.
- Clarity of vision at 20" or less, numerical, clerical/form perception and discrimination, visual and sound perception, manual dexterity and motor coordination of eyes, hands, and fingers at a normal speed to handle various sized objects.
- Remain in seated position approximately 60 percent of the time.
- Stand approximately 20 percent of the time.
- Walk approximately 20 percent of the time.
- Exert up to 10 pounds of force continuously, and up to 50 pounds of force infrequently to lift or otherwise move objects.
- Climb, stoop, kneel, crouch, crawl, reach, lift, grasp, talk, hear, and handle repetitive motions.

COGNITIVE DEMANDS:

- A thorough knowledge and understanding of Library policies, practices and trends.
- Apply a broad range of reference and readers' advisory materials and services.
- General clerical methods and procedures.
- Evaluation and application of current technologies and services in selecting appropriate materials, resources, and services to assist patrons.
- Knowledge of basic business math, marketing and public relations strategies.
- Command and effective use of the English language.
- Compile, organize and maintain records and reports regarding Library usage and services.
- Command of common office software and equipment, including: Microsoft software (Word, Excel, PowerPoint), copiers, printers, scanners as well as a strong aptitude for learning new software, hardware, and web platforms.

LANGUAGE ABILITY AND INTERPERSONAL COMMUNICATION:

- Effective communication skills and the ability to provide technical assistance and direction to other employees, staff, and the public.
- Develop and present effective written and verbal reports to various groups as appropriate.
- Establish and maintain effective working rapport with fellow employees, City officials, suppliers, and the general public.
- Professional attire.

SPECIAL REQUIREMENTS:

- Employee must personally provide reliable transportation between assigned work sites within established time limits.
- Shall be Bondable.