

# LIBRARY DIRECTOR | Job Description

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**Title:** Library Director

**Job Type:** Full-Time (40 hours), non-exempt, and is eligible for a benefits package including health insurance, paid holidays, vacation, sick leave, and IPERS.

**Salary:** Starting at \$20.00 per hour, based on experience.

**Reports to:** The Mechanicsville Public Library Board of Trustees

**Supervisory Responsibilities:** 2 Staff (2 part-time), Volunteers

**Probationary Period:** 90 days and 180 days evaluation

## Overview

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. This position reports to the Library Board of Trustees.

## Primary Responsibilities

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Organizes and supervises day-to-day operations of the library. Reviews and adjusts processes necessary for the efficient and effective operations of the library, making use of available tools and technology.
- Understands and acts in accordance with the basic values and ethics of library service.
- Maintains confidentiality and discretion regarding sensitive information.
- Evaluate and plan for future needs in keeping with the Library's mission statement, policies, and strategic plan.
- Prepare and present annual Library budget with input from the Board to the City Council for approval.
- Maintain effective working relationships with Board of Trustees.
- Conducts an orientation program for new board members.
- Prepare the meeting materials and participate in the monthly Board of Trustees meeting.
- Reports to the board on a regular basis, keeping them informed as necessary between monthly meetings.
- Manage library operating budget from month-to-month and prepare all bills for payment.
- Manage fees, donations, grants, etc. and seek contributions from outside sources to enhance services and collections
- Draft and recommend policies to the Library Board and implement policies and procedures.
- Prepare and maintain required reports and statistics.
- Hire, train, evaluate, and develop staff.
- Teach and model excellent customer service practices.
- Coordinates and supervises volunteers when needed.
- Positively represent the library to patrons, community, businesses, and professional groups.
- Coordinate and supervise facility equipment and negotiate maintenance contracts with contractors and vendors.

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- Is familiar with and maintains all library technology including patron and staff computers, software, website, Facebook and e-books. Maintains cybersecurity. Stays up to date on how technology will change the role of libraries and librarians in the future.
- Oversee media, social media, and publicity for the library.
- Participate in professional meetings, classes, conferences and workshops.
- Reviews and approves selection of all materials for purchase and develops strategies for building, weeding and maintaining collection.
- Maintains awareness of and works to follow regulations affecting libraries in Iowa as well as government entities in general.
- Maintains working knowledge of library services, practices, policies, and procedures and can explain them to patrons and volunteers.
- Performs circulation and/or registration duties including but not limited to: opening/closing procedures, cash handling, checking materials in and out, placing holds, updating patrons' information, issuing library cards, shelving, shifting materials, library space reservations, interlibrary loan requests, and collecting and assessing fees for lost or damaged materials.
- Assist the public in the use of the computer, computer applications and various technologies as well as the use of the Internet.
- Assists patrons in the use of library services, materials, copy/printing/faxing/scanning and other resources in a courteous and pleasant manner.
- Answers the phone, responding to inquiries and reference questions, making referrals as appropriate. Will need to know how and where to find information. (City events, etc.)
- Maintains positive relationship between library and city government.
- Maintains accreditation status of the library (Tier 3)
- Maintains State of Iowa Public Librarian Certification, ongoing continuing education classes. 45 hours every three years.

### **Knowledge, Skills and Abilities**

- General knowledge of library science.
- Knowledge of library reference sources, print and online.
- Knowledge of children's, young adult, and adult literature.
- Knowledge of online automation and online office products.
- Time management skills.
- Organizational skills.
- Knowledge of budgets and finance.
- Knowledge of collection development and programming.
- Ability to plan, organize, supervise, and evaluate work of employees in diversified Library activities.
- Human relations and communication skills.
- Ability to establish and maintain effective and harmonious working relationships with employees, other agencies and the public.
- Ability to communicate effectively, verbally and in writing.
- Ability to follow written and verbal communications.
- Public speaking skills.
- Possess a valid Iowa driver's license, can drive independently, and provide your own transportation.
- Ability to reliably and predictably carry out duties.
- Perform other duties as required.

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## Tools and Equipment Used

Library computer system, personal computer, including internet search engines and the library's website, word processing, spreadsheets, graphic design, other common office software/online services, social media, copy/fax/scan machine, email, telephone, and voicemail.

## Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee frequently is required to stand, walk, sit, use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to climb, or balance and stoop, kneel, crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and distance vision.

## Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job.

The noise level in the work environment is usually moderate. Must be able to pay close attention to details and concentrate on work with frequent interruptions. The job requires sitting for extended periods of time, and the work may expose the employee to unpleasant social situations and significant workplace pressures. The job requires the ability to assist with daily cleaning of the library; assist with vacuuming, dusting, glass & surface cleaning, mopping, cleaning of bathrooms, and collecting/disposing of trash and recycling.

The employee will be required to operate typical business office equipment, including computer hardware.

While performing the duties of this job, the employee may occasionally be exposed to outside weather conditions; programming, and light ground maintenance as needed; including light shoveling and salting walking paths in colder seasons, and light gardening during warmer seasons.

Driving may be required to assigned work sites, outreach, programs and meetings. Employee must possess a valid Iowa driver's license, can drive independently, and provide their own transportation.

Position may involve evening and weekend hours.

## Accommodations

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

### **Minimum Education, Experience, and Training**

- High school diploma/General Educational Development (GED) combined with five to six years related demonstrated library, management, and/or customer service experience and/or training.
- General knowledge of library practices, techniques and materials.
- A strong familiarity with standard office software, graphic design software and technology is required.
- Must possess strong organizational skills, decision-making ability and must demonstrate effective communication skills.
- Must enjoy working with the public and can interact effectively, courteously and impartially with diverse populations.
- Customer focused paired with attention to details and accuracy.
- A new director must obtain the State Library of Iowa Director's Endorsement within two years of their hire date.

### **Preferred Education, Experience, and Training**

- Bachelor's degree in library sciences or related field from a four-year college or university combined with two or more years related library, management, and/or customer service experience and/or training.
- Recent experience with an automated library system.
- Experience with social media and website maintenance.

*Revised & Reviewed: 9/13/24*