

Job Description of Library Director

Ellsworth Public Library

Hours, Wage and Benefits: This position is 20-30 hours per week, with occasional weekend and night shifts. Wages are to be determined based upon experience. Benefits include vacation leave and enrollment in IPERS.

General Description: Continue the library's mission of strengthening the community, supporting literacy, and providing access to information, and fostering lifelong learning. The Library Director represents the library in the community of Ellsworth and Hamilton County. The Director is responsible for the day-to-day operations of the library, including supervision of personnel, library programming, collection management, facility oversight, and fiscal management, based on the policies and directives of the Library Board of Trustees.

Examples of Some Responsibilities:

- Supervises all library employees.
- Responsible for planning, organizing, directing and coordinating all activities of the library.
- Directs library services and operations including the formation and implementation of policies, long-range goals and objectives.
- Prepares and submits an annual budget and presents monthly budget and activity reports to the Library Board.
- Selects all print and non-print materials. Directs and executes programs of varied library services related to the community's needs.
- Outreach outside the library building and collaboration with other organizations.

Responsibilities include other duties as assigned. This does not constitute a contract of employment.

QUALIFICATIONS

Educational Requirements: High School Diploma or GED required.

Licenses and Certifications: Obtain Public Library Certification Director Endorsement within two years of employment; attend conferences, workshops

and seminars with a goal of maintaining Public Library Certification Director Endorsement through the State Library of Iowa.

Minimum Qualifications:

- Ability to work at least 20 of the library's weekly operational hours, including occasional evenings and weekends.
- Ability to effectively communicate orally and in writing.
- Ability to perform quality customer service for library patrons of all ages.
- Experience with computer systems (Microsoft Office, database, internet)
- Ability to use a computer, copy machine, and other office equipment

Preferred Qualifications:

- Experience working in a library setting.
- Familiarity with books and other library resources.

Essential Physical Abilities:

- Periodic walking, standing, stooping, sitting, and reaching required in normal course of performing essential duties
- Talking, hearing, and seeing are essential to effective performance of the job
- Common eye, hand, finger dexterity required for most essential functions