

**ESTHERVILLE PUBLIC LIBRARY
DIRECTOR
JOB DESCRIPTION**

Department: Library

Reports to: Estherville Public Library Board of Trustees.

FLSA: Exempt

JOB DUTIES:

Purpose Statement: The Library Director is responsible for all aspects of library operation. The Director oversees daily management of services, staff, facilities, and technology following policy guidance provided by the Board of Trustees within the budget determined in cooperation with the City of Estherville.

Policy

- Implements the policies set forth by the Estherville Public Library Board of Trustees
- Informs staff and stakeholders of updates to policies
- Makes current policy information available to the public
- Maintains knowledge of laws and trends impacting policies and offers draft updates for Board review

Planning

- Drafts updates to the Strategic Plan, determines upcoming Capital Expenditures, schedules necessary policy updates, and works with the Library Board to implement each as approved
- Takes part in City and community planning efforts as needed
- Assists the Friends of the Library with planning efforts, bringing input on behalf of the staff and Board
- Looks ahead to provide for upcoming needs of the library in terms of facilities, technology, programming, and more, surveying the community as needed

Staff

- Maintains a regular schedule for staff, and regular communication regarding changes
- Delegates duties to appropriate staff, offering guidance and support
- Conducts regular staff meetings
- Annually reviews staff performance
- Implements and maintains formal means of staff accountability, according to current employment policies.
- Assumes job duties of other staff in their absence, or delegates duties as needed
- Recruits and trains suitable volunteers to assist in programs and services, according to current library policies.

Services

- Reviews staff selections and makes decisions on the acquisition of materials for the collection for all departments, based on the current selection policy
- Oversees evaluation of the collection and the de-acquisition of materials no longer needed based on the current de-selection policy

- Oversees the regular inventory of the collection.
- Continually evaluates print, digital, and database services to develop the best offerings for unique community needs
- Leads, and delegates as appropriate, the planning of programming and special events for all ages
- Provides for procedures that enable the public to utilize meeting spaces as appropriate
- Maintains operational office equipment for staff and public use

Facilities

- Acts as lead facilities management point person, participating in planning and coordination of maintenance needs and upgrades to facilities.
- Determines when the library shall be closed for weather or emergency situations, according to current library policies.
- Maintains a personal phone for accessibility during emergency situations.

Technology

- Manages all planning for equipment needs, implements installation and maintenance of computer and other equipment, maintains updates and software needs to keep staff, meeting room, and patron technology running smoothly
- Partners with outside tech services as the budget allows
- Maintains ILS (integrated library system), website, and staff email services

Finance

- Deposits all funds collected by the library with the appropriate city departments
- Works within the line-item budget approved by the Library Board and City of Estherville to manage expenditures, seeking Board approval as required by current State and City standards
- Drafts budget requests on behalf of the Library Board
- Seeks funding from grants and outside sources as available
- Maintains communication with, and provides reporting to, each entity that provides funding: City of Estherville; Friends of the Estherville Public Library; Emmet County; Contracting Cities; State Library of Iowa; Grant providers and other sources as applicable

Training

- Maintains State Library of Iowa Certification
- Provides orientation for new board members, staff, and volunteers
- Maintains knowledge of staff certification status and offers opportunities to meet continuing education needs on work time
- Maintains awareness of contemporary library issues, technology and trends in library service

Public Relations

- Serves as the main contact and liaison between the library and local media
- Cooperates with local partners in establishing effective relationships. This includes offering library tours, and considering requests for special programming
- Continually seeks ways to promote increased use of library materials and resources
- Speaks to community groups, and takes part in partnership efforts as appropriate
- Remains active in library associations, conferences, and other meetings of library professionals

Records Retention

- Serves as the Custodian of the Records (see confidentiality policy) regarding patron usage
- Documents any and all situations with regard to city and county government, library trustees, staff, users, services, and building facilities as applies to the library according to current records retention standards.

ABILITIES:

Physical: Duties will be performed in a climate-controlled environment. Routine and intermittent exposure to computer screens is essential. May be required to lift light to medium weights, e.g. lifting books and audiovisual equipment and pushing book carts. Position entails bending, stooping, reaching and standing on a daily basis.

Intellectual: Ability to lead and manage a team, with strong decision-making and problem-solving skills. Exhibit excellent verbal and written communication skills. Deal tactfully and effectively with staff and users of the library, especially in stressful situations.

QUALIFICATIONS:

Comply with current City of Estherville personnel policies. Possess at minimum a B.A. Degree in Library Science or a related field (a Masters' Degree from an ALA-Accredited University or equivalent experience is preferred). Exhibit at minimum 5 years of program development or supervisory experience in a public library. Show an ability to meet the public well, accept responsibility, accept the direction of the board, and show a demonstrated ability to supervise staff, learn new skills, work with the general public, and adapt to change. Technical proficiency is essential and should be made evident. Possess State Library of Iowa Certification, or equivalent college degree, within two years of hire.

JOB SUMMARY:

This job description provides a summary of the responsibilities and duties of the position. The employee may be required to perform other tasks as needed.