Norelius Community Library Director

The duties and responsibilities of the Library Director include:

- Act as administrator of the Library and technical advisor to the Board of Trustees
- Recommend needed policies or policy changes
- Carry out the policies of the Library as adopted by the Board of Trustees
- Cooperate with the Board of Trustees to plan and carry out the Library's programs
- Suggest and carry out plans for extending the Library's service
- Prepare regular reports embodying the Library's current progress and future needs
- Report regularly to the Board of Trustees, to the officials of local government, and to the general public
- Maintain an active public relations program
- Assist in the preparation of the annual budget
- Attend all Library Board of Trustees meetings and meetings of all standing committees except those in which his/her salary or tenure are to be discussed
- Affiliate with the State and National professional organizations
- Attend professional meetings, workshops, and continuing education courses
- Make use of the services and consultants of the Northwest Iowa Library Service Area, the State Library, and the State Library Commission
- Know local and state laws that affect the Library
- Actively support library legislation in the state and the nation
- Prepare bills for the monthly meeting
- Pay and record miscellaneous expenses of the Library
- Select and order books and other Library materials
- Supervise cataloging of Library materials
- Regularly weed the Library's materials collection, discarding or replacing those items thought to be superfluous, out-of-date, or in bad physical condition.
- Strive to meet the State Standards for certification for public libraries and personnel
- Interview and hire all part-time employees and supervise their work
- Conduct staff meetings monthly or as needed
- Cooperate in preparing and publicizing the agenda for the Library Board meetings
- Resolve complaints from the public
- Bring complaints to the Library Board if policy revision is needed or legal ramifications are involved
- Other duties as assigned by the Library Board of Trustees

Suggested Minimum Qualifications

- State Library Certification at Level IV or above
- Bachelor's degree from an accredited college or university
- Completion of Library Management I and II or equivalent Library Science college courses