

## **NORELIUS COMMUNITY LIBRARY**

### **JOB DESCRIPTIONS**

#### **Library Director** Salary Range \$20.00-\$35.00

Starting salary commensurate with experience and training.

#### **Administration & Governance**

- Act as the library administrator and serve as a technical advisor to the Board of Trustees.
- Implement library policies as adopted by the Board of Trustees.
- Recommend necessary policies or policy changes.
- Provide monthly reports to the Board of Trustees, local government officials, and the public regarding the library's progress and future needs.
- Attend all Library Board of Trustees meetings and meetings of all standing committees. Address public questions and concerns, bringing them to the Library Board if policy revisions or legal considerations are necessary.
- Perform other duties as assigned by the Library Board of Trustees.
- Orients new trustees and serves as a resource for trustee activities.

#### **Financial Management**

- Collaborate with the Library Board Finance Committee to develop an annual budget and oversee expenditures and financial procedures.
- Seek and manage funding sources, including grants, donations, and endowments.
- Provides regular reports of financial accounts to the library board. Prepares and provides other reports under county, state, and/or federal requirements.

#### **Library Operations & Staff Management**

- Supervise and oversee staff scheduling.
- Conduct initial interviews and make hiring recommendations to the board for full-time positions.
- Conduct interviews, hire part-time employees, and supervise their work.
- Hold staff meetings monthly or as needed.
- Supervise and oversee library acquisitions and collection management.

#### **Programs & Services**

- Work with the Library Management Team to develop and implement library programs.
- Propose and execute plans to expand the library's services.

#### **Public Relations & Community Engagement**

- Maintain an active outreach and public relations program.
- Oversee social media engagement.

### **Facilities & Technology Management**

- Manage the library's buildings, grounds, and equipment to ensure a clean, safe, attractive, and functional public facility.
- Support library technology, maintain the website with up-to-date resources and accessibility, manage patron services through library systems, and assist with software solutions for digital resources and accessibility services.

### **Professional Development & Advocacy**

- Meet the state standards for public library certification and personnel requirements.
- Maintain affiliation with state and national professional organizations.
- Attend professional meetings, workshops, and continuing education courses.
- Utilize services and consultants from the Southwest Iowa Library Service Area, the State Library, and the State Library Commission.
- Stay informed about local and state laws affecting the library.
- Advocate for library legislation at the state and national levels.

### **Minimum Qualifications**

- Education and Experience:
  - Bachelor's degree from an accredited college or university in any course of study with 5 years of library experience.
  - Completion of the Silver Level of the State Library of Iowa's Director Endorsement Program within 2 years of the hire date.

#### **Preferred Education or Experience Required:**

- Master's degree in library or information science and 5 years or more related experience and/or training, or a master's degree in any course of study and ten years of related experience; or equivalent combination of education and experience.
- Completion of the Gold Level of the State Library of Iowa's Director Endorsement Program within 2 years of the hire date.

*The City of Denison is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, disability, genetic information, or veteran status. We are committed to providing reasonable accommodations to applicants and employees with disabilities. Pursuant to Iowa Code, we do not discriminate in employment on the basis of political affiliation or opinions, or any other status protected by applicable law.*