

Norelius Community Library

JOB DESCRIPTIONS

Library Director Salary Range \$20.00-\$28.00

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 supervise the ordering of books and other Library materials
- Supervise cataloging of Library materials
- Supervise the regular weeding process of the Library's materials collection, discarding or replacing those items thought to be superfluous, out-of-date, or in bad physical condition.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
- Conduct first level interviews and make recommendations to the board for all full time positions. Conduct 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 in any course of study.
- Completion of Library Management I and II or equivalent Library Science college courses

Assistant Director Salary Range \$12.00-\$17.00

The duties and responsibilities of the Assistant Director include:

- Supervise interlibrary loans
- Supervise Young Adult programs and activities
- Order supplies for the Library as approved by the Director
- Prepare orders for new materials
- Catalog and process new materials
- Supervise Pages in their assigned tasks
- Circulation procedures
- Reference assistance
- Attend workshops and continuing education courses
- Direct the day-to-day operation of the Library in the absence of the Library Director
- Assist the Library Director in the performance of his/her duties
- Other duties as assigned by the Library Director

Suggested Minimum Qualifications

- State Library Certification at Level III or above
- Ten years of Library work experience or 60 semester hours of college credit from an accredited college or university in any course of study.
- Completion of Library Management I and II
- High school diploma or GED

Children's Librarian Salary Range \$10.00-\$15.00

The duties and responsibilities of the Youth Services Director:

- Direct the Children's Library
- Plan and carry out children's programs and services
- Recommend new equipment for the Children's Library
- Suggest plans for extending Library services
- Supervise and provide feedback to the Director of the Assistant Librarians performance of duties when assigned to the Children's Library for purposes of annual evaluations.
- Reference assistance
- Circulation procedures
- Shelving and organizing materials
- Prepare orders for new materials for the Children's Library
- Catalog and process new materials
- Attend workshops and continuing education courses
- Other duties as assigned by the Library Director

Suggested Minimum Qualifications

- State Library Certification at Level III or above
- High school diploma or GED
- Ten years of Library work experience or 60 semester hours of college credit from an accredited college or university in any course of study.
- Completion of Library Management I and II

Library Assistant

Starting wage range \$10.50-\$12.00 Starting wage commensurate with experience and training.

The duties and responsibilities of the Library Assistant include:

- Circulation procedures
- Assist customers with computers, faxes, photocopies and other technology
- Reference assistance
- Genealogy research assistance
- Prepare overdue notices
- Completion of clerical tasks of patron forms, meeting minutes, desk top publishing in the form of flyers, brochures, book marks, seasonal programming calendars, etc.
- Materials processing
- Catalog magazines
- Create slides for submission to the electronic bulletin board
- Plan programming when assigned
- Assist with Library programs
- Shelving and straightening shelves
- Other duties as assigned by the Library Director.

Suggested Minimum Qualifications

- High school diploma or GED
- Ability to perform the assigned duties

Library Page

The duties and responsibilities of the Library Page include:

- Shelving materials
- Shelf reading
- Fronting shelves
- Circulation procedures
- Filing
- Annual weeding of the periodical collection
- Other duties as assigned by the Library Director or the Assistant Director.

Suggested Minimum Qualifications

- 14 years of age or older
- Enrolled in secondary education program
- Maintain passing grades in school
- Ability to perform the assigned duties

Custodian

Starting wage range \$10.50-\$12.00 Starting wage commensurate with experience and training.

The duties and responsibilities of the Custodian include:

- Maintain the cleanliness of the Library on a schedule determined by the Library Director and Board of Trustees. This work may include dusting, window washing, vacuuming carpets, cleaning restrooms, mopping floors, trash disposal, replacing light bulbs, and purchasing needed supplies.
- Minimal outside work (pick up litter, trim and pull weeds, clear sidewalks of light snow, sand icy sidewalks).
- Advise the Director when the second story windows need to be washed.
- Check the fire extinguishers once a month.
- Accompany the Facilities Committee and the Library Director on an inspection of the Library building and grounds at least once a year.
- Advise the Director of vandalism or disorders of any type in the Library or on the Library premises.
- Advise the Director of any cleaning supplies or materials that need to be purchased or submit receipts for materials personally purchased for cleaning the library.
- Other duties as assigned by the Library Director or the Board of Trustees.

Suggested Minimum Qualifications

- Ability to perform the required duties.

Reviewed: February 20, 2020