Woodward Public Library
Job Description
Library Director

I. JOB TITLE: Library Director

II. JOB SUMMARY: The Library Director is responsible for all aspects of library services, collection, staff and property. He/She administers and seeks to improve the library in accordance with library policy and in close cooperation and communication with the Library Board of Trustees.

III. JOB DUTIES/RESPONSIBILITIES:

A. Works closely with the Board of Trustees to monitor library affairs; set goals, develop, carry out and amend policy as needed.
   - Attends and presents thorough written reports at monthly Board meetings
   - Provides professional guidance to Board and suggests ways to improve Library
   - Completes assignments given by Board promptly
   - Cooperates with Board to publish an annual report soon after end of fiscal year
   - Distributes previous month’s Board meeting minutes with the next month’s Board packet
   - Generates, in cooperation with the chairperson, meeting agendas; distributes and posts them in compliance with Iowa Open Meeting laws

B. Keeps abreast of current ideas, practices and movements in the library profession; researching issues, questions and problems as they arise.
   - Maintains active involvement in professional organizations advantageous to the Library
   - Scans current professional journals regularly
   - Participates in continuing education activities
   - Uses services of Library Service Area and State Library, other professionals and resources to best advantage
   - Establishes and maintains State Library Certification for the Library and for himself/herself

C. Oversees collection development and management:
   - Conducts collection inventories as needed
   - Allocates funds in materials budget for each area of collection, based on inventory and usage patterns
   - Oversees selection of materials for purchase according to library policy, using current reviewing journals, recommended lists, publishers’ catalogs and patron requests
   - Selects vendors providing best service and discounts
   - Delegates regular shelving, shelf-reading, and weeding to keep collection fresh, active and in order
   - Insures stacks and displays are arranged to encourage use

D. Oversees and delivers public service:
   - Answers reference questions, using reference interview and appropriate search techniques and tools, local collection, and other resources.
   - Provides reader guidance, using knowledge of collection and literature in general, patron’s tastes, professional tools and current reading lists
   - Continually tries to foster connections between people and people, or people and resources
   - Works to improve skills of entire staff in above areas
• Oversees outreach services (rotating LP collection at nursing homes, home-bound delivery, etc.)
• Develops resources for economic development and actively participates in promoting the Library in economic development process

E. Oversees patron registration and circulation:
• Registers patrons in accordance with library policy
• Supervises patron information file management, using the automation system
• Keeps circulation transaction records according to library policy
• Oversees overdue management and follow up on persistent problem cases with unreturned/damaged materials
• Enforces policy limits and regulations on circulation

F. Oversees collection management/technical services:
• Catalogs new materials for best use in collection, using the automation system, knowledge of current cataloging rules and practices
• Supervises maintenance of automated card catalog as the main finding tool
• Delegates physical processing of materials for shelf-readiness

G. Oversees development of library-sponsored programming:
• Works with library staff to propose, organize, schedule, publicize and host varied programming for all ages, creatively using area resources to best advantage to interest, inform and educate patrons

H. Administers development, spending and reporting of annual budget:
• Works with the Board of Trustees to propose annual budget no later than January 1st; proposal based upon previous expenditures and anticipated needs
• Justifies proposed budget to Board of Trustees and City Council as directed by the Board
• Cooperates to adjust budget to accommodate changes during the process
• Purchases item according to budget
• Monitors spending and reports to Board in writing each month
• Prepares a budget amendment and justifications each year approved by the Board, to submit to City Council to amend contracted and unexpected income into the Library’s current budget

I. Handles Library personnel responsibilities:
• Advertises staff openings, based on job descriptions
• Interviews, hires and fires new or replacement staff, using accepted personnel practices with guidance from the Board of Trustees
• Supervises staff and delegates tasks appropriately
• Evaluates each staff member in person and in writing, at least once a year, based on job performance
• Keeps complete and accurate records of all personnel transactions
• Submits time sheets to City Treasurer for payroll
• Checks accuracy of payroll checks to time cards, correcting any errors with City Treasurer
• Keeps complete and accurate records of payroll
• Arranges continuing education for all staff and Trustees
• Leads staff meetings as needed

J. Oversees coordination of public relations/publicity plan:
• Works with assistant director to generate marketing plans
• Utilizes all available media to promote/publicize Library events and services
• Reviews all library information for city newsletter, county paper and all local media
• Conducts group tours/visits in the Library
• Speaks to community groups about Library services
• Demonstrates and nurtures in staff an attitude of courtesy, helpfulness and cheerful interest in patrons
• Handles any censorship/filtering challenges with tact and professional integrity

K. Acts as building manager:
• Monitors condition of building, grounds and equipment for safety, attractiveness and efficient operation
• Researches and orders needed maintenance supplies and works within budget
• Organizes use of meeting rooms, delegates scheduling
• Arranges for regular cleaning, pest control services

L. Complete necessary communications and reports:
• Screens, reads and responds to Library mail as needed
• Completes and submits all reports by local, regional, state or federal agencies in a timely manner
• Handles or delegates routine phone or in-person communications appropriately

M. Oversees the seeking of appropriate grant opportunities to enhance Library budget and improves services and programs:
• Delegates the research of appropriate sources of grant information
• Edits written applications for submittal of grants, in cooperation with the Board
• Follows up on grant applications as needed

N. Oversees the technology needs of the library:
• Researches, purchases, updates and arranges for installation of all computer hardware and software
• Arranges for the continuing use of databases provided by the State Library, making sure that staff is trained in use
• Seeks cooperative technology programs

IV. JOB REQUIREMENTS:

• Strong verbal and written communication skills
• Knowledge of libraries and library profession
• Excellent organizational skills
• Cooperative personality, good problem-solving skills
• Flexible Schedule
• Ability to think creatively and to be flexible
• Eagerness to learn
• Genuine enthusiasm for public service
• Familiarity with federal and state library laws
• Basic knowledge of library automation systems
• Keyboard, word processing and database search skills
• Basic knowledge of budgeting and accounting
• Basic knowledge of sound personnel practices
• Accuracy with details
• Ability to delegate effectively
• Strong reference and basic cataloging skills
• Strong time management skills
• Public speaking skills
V. PHYSICAL AND ENVIRONMENTAL REQUIREMENTS:

- Must be able to perform medium physical activity including bending, reaching, standing, and sitting
- Must be able to lift or carry objects weighing up to 10 lbs. Some lifting up to 40 lbs.
- Need to be sighted, able to hear a normal conversation, speak clearly and communicate both on the telephone and in person.

VI. MINIMUM QUALIFICATIONS:

- High School Diploma and Completion of Library Management I & II
- Preferred at least 5 years of experience and/or Degree in Library Science or equivalent work experience

VII. RELATIONSHIPS:

- The Library Director reports directly to the Board of Trustees, supervises all library staff. Works with Mayor, City Council-appointed Liaison, City Administrator, Treasurer and other City Staff, with community groups and with other library professionals.
- Coordinates activities with Friends of the Library Foundation

VIII. DISCLAIMER:

- The intent of this job description is to provide a representative summary of the major duties and responsibilities of the position. Incumbents may be required to perform job-related tasks other than those specifically presented in this description.

The Woodward Public Library is an equal opportunity employer