

ALBION MUNICIPAL LIBRARY & HERITAGE CENTER

Library Director

Job Description

Job Posting: Due to a retirement, the Albion Municipal Library Board of Trustees is seeking an enthusiastic Library Director with excellent interpersonal skills, creative problem-solving skills, and a desire to serve and promote the library and foster positive community and staff relations. The Library Director will possess a high degree of initiative, integrity and sound judgment with strong leadership skills and a vision for 21st century library services.

Job Title: Library Director

Overview: The Library is located in Albion, Iowa serving the city and surrounding rural communities. The Albion Library has a tradition of involvement and outreach in the community, and has played a pivotal role in civic planning and events.

The Library Director will be responsible for all administrative and professional library work and shall direct all library activities. The Director works with the public in accordance with general municipal policies and program policies of the Library Board. Harmonious relationships among personnel, volunteers, and the public shall be maintained. The goal of the Director's position shall be to provide maximum library services to the service area.

Under the general policies set by the Library Board of Trustees, the Library Director plans, directs, and executes varied Library services and programs based on the community needs analysis and the roles the Library has chosen to play in the community. This position is hired, reports to, and is evaluated annually by the Library Board.

This is a Full-time position.

Job Responsibilities:

1. Library Services

- Plan, organize, and administer programs and procedures governing Library services.
- Implement policies and directives of the Library Board.
- Select, purchase, and weed Library materials, equipment, software, and digital resources.
- Suggest and carry out plans for extending the Library's services.
- Supervise public use of all machines (copier, computers, etc.)

2. Budgets, Reports, and Statistics

- Prepare regular reports summarizing the library's progress, statistics, and future needs; prepare reports monthly for the Library Board and as needed for other agencies.
- Keep the Library Board informed of the long range plan for library activities.
- Prepare and administer an Annual budget for the Library in consultation with the Library Board and give a current report of expenditures against the budget at each meeting.
- Secure adequate funding via grants, donations, and government assistance, to maintain all Library services with the assistance of the Library Board.
- Provide yearly reports for the State Library.
- Submit all reports and actions necessary to maintain Library's accreditation.

3. Responsibilities to Library Board

- Act as technical advisor to the Library Board, recommending needed policies for board action.
- Report regularly to the Library Board, to the officials of the city and county, and to the general public.
- Attend all board meetings other than those in which Director's own salary or tenure are under discussion.
- With the Library Board Chair, prepare agendas and notify board members of each meeting.
- Be responsible for keeping the Library Board informed of issues and problems relating to the Library and for assisting in and promoting the continuing education of board members. (i.e. confidentiality of library records, open meetings law, Fair Labor Standards Act).
- Inform the board of pending library legislation on the local, state, and national levels.

4. Professional

- Demonstrate high professional standards and uphold similar expectations for all Library employees and volunteers in accordance with standard Library procedures.
- Attend professional meetings, workshops, and classes to maintain certification and keep current regarding new procedures. Affiliate with state professional organizations.
- Cooperate with the county library association in representing a request for funds to the Board of Supervisors.
- Make use of the services of consultants of the state and regional library system.
- Promote and write grants for the Library.
- Research and introduce new technology and formats into Library operations.
- Plan, draft, and administer standard procedures and protocols for Library operations and outreach services.
- Hire, evaluate, and manage Library employees (with the exception of the Library Director), and recruit volunteers.
- Serve as primary channel between Library Board and Library employees.
- Conduct staff & volunteer orientation, workshops, and meetings. Encourage staff & volunteers to take advantage of continuing education opportunities.

5. Public Relations

- Maintain an active program of public relations.
- Speak as requested to community groups about Library services.
- Utilize social media and other methods to expand outreach.
- Cooperate and consult with officials of other agencies on common library issues at city, county, regional, state, and national level.
- Maintain open communication with the Mayor, City Clerk, City Council, the Marshall County Supervisors, and other libraries.

6. Building & Facilities

- Supervise the care, maintenance, appearance and security of the Library building and property. Report to the Library Board any needed repairs.
- Administer use and maintenance of Library public meeting rooms, following Library policy established by the Library Board.
- Maintain ADA certification & ensure compliance with Library Board assistance.

Physical Demands of the Job:

- Standing, sitting, walking, climbing, stooping
- Bending/twisting & reaching
- Talking & hearing; use of telephone & digital communications
- Far vision of 20 feet or further; near vision at 20 inches or less
- Lifting & carrying 50lbs or less
- Pushing & pulling: objects of 60-100lbs on wheels

Preferred Qualifications:

- Bachelor's degree. If a degree has not been attained, Library Board of Trustees will determine whether candidate's professional library experience is an adequate substitute.
- Experience in professional library work and possession of any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.
- Completion of Library Certification through Iowa Library Services mandatory within two years of hire.

Summary of Benefits:

Full-time position. Starting wage: \$17-19/hr. IPERS, PTO, paid vacation & holiday leave, and 80/20 BlueCross BlueShield individual health insurance are included in the benefits package as a city employee.

Disclaimer: This job description does not constitute a contract of employment.
Equal Opportunity Employer.

**Submit cover letter, resume, and professional references to Albion City Hall by
12pm May 23, 2022.**

Email with subject heading: "Library Director Application" to: albioncity@heartofiowa.net

Mail:

Library Position
c/o City Clerk
P.O. Box 219
Albion, IA 50005

With questions, call Albion City Hall: 641-488-2244

Mission Statement:

*We bring people, information and entertainment together to enrich
lives and build community.*