



JOB DESCRIPTION

Title: Library Director

Departments: Perry Public Library and Hometown Heritage at the Carnegie Library Museum

Reports To: Library Board of Trustees, Hometown Heritage Board, and City Administrator

Supervises: All PPL and HH@CLM employees

FLSA: Exempt

Date: February 2023

SUMMARY

Assumes responsibility for the total library and museum program at the Perry Public Library (hereafter PPL) and Hometown Heritage at the Carnegie Library Museum (hereafter HH@CLM), handling administrative duties including overall strategic plan, objectives, goals, and policies. Supervises personnel. Prepares and manages budgets. Coordinates public relations program and prepares reports for Library Board of Trustees, Hometown Heritage Board, the City of Perry, and State of Iowa.

The ideal employee should:

- Be passionate about the role of public libraries as essential community hubs, as centers of learning and interpersonal connection, as transformative institutions which foster resilience and innovation.
- Enjoy working closely with adults, teens, children, and families with imagination, confidence, and enthusiasm.
- Be welcoming, engaged, collaborative, imaginative, curious, flexible, and enthusiastic disposition; receptive and responsive to constructive feedback.
- Be successful in cultivating positive, collaborative relationships with supervisors, co-workers, Library Trustees, Hometown Heritage Board, patrons, volunteers, and organizations.
- Be resourceful and self-directed.
- Be proactive and adept at anticipating organizational needs.
- Have the capacity to multi-task and prioritize competing demands while remaining professional, positive, and service-oriented.
- Maintain high standards for personal integrity and adheres to best practices for the profession.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. They are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

1. Initiates, develops, and implements PPL and HH@CLM services and programs.
2. Maintains Library Gift Fund.
3. Hires, trains, manages, and evaluates staff of PPL and HH.
4. Maintains library collection of books, serial publications, documents, audiovisual, virtual, streaming, and other materials at the PPL and HH.
5. Oversees selection, ordering, and classifying of library materials.
6. Furnishes information on activities, facilities, rules, and services: PPL and HH
7. Prepares monthly and annual reports pertinent to the PPL and HH.
8. Initiates and implements a staff development plan: PPL and HH.
9. Supervises public relations efforts: PPL and HH.
10. Represents PPL and HH at city, county, regional, and state meetings.
11. Analyzes and determines needed reference sources: PPL and HH.
12. Acts as Library Board secretary.
13. Formulates goals, collects, and interprets statistics, and investigates new trends and developments in the library profession.
14. Prepares budget for PPL and employee budget for HH.
15. Builds and maintains active community partnerships for PPL and HH.
16. Plans and directs special projects involving library promotion and outreach activities for both PPL and HH.
17. Supervises maintenance of facility: PPL and CLM.
18. Oversees administrative matters: PPL and HH.
19. Negotiates contracts for services, materials, and equipment.
20. Analyzes and plans for future information needs: PPL and HH.
21. Initiates research of new technologies and oversees maintenance of existing computer network: PPL and HH.
22. Oversees management of library and HH automation software.
23. Coordinates activities of Friends of the Perry Public Library organization.
24. Oversee volunteer program at HH.

Customer Service:

Ensuring that visitors have a positive experience is the top priority for every staff member. All staff are expected to provide exemplary service to patrons of all ages.

- Maintain an inviting, attractive, safe, and comfortable environment at PPL and HH@CLM.
- Provide Readers' Advisory.
- Check materials out to patrons, check in returns.
- Assist with Interlibrary Loan requests and shipments.
- Monitor email and reply promptly to questions and requests.
- Register and welcome new members.
- Manage use of public computers in the Library.
- Assist patrons with the Library's online catalog and digital collections.

Collection Development:

Oversees the maintenance of collections to meet the needs of adults, children, families, and teachers.

- Research, evaluate, select, and place orders for Adult, Children's, Tween, and Young Adult

materials.

- Ensure the collection is current, relevant, appealing, diverse, and inclusive.
- Oversees the evaluation and deaccession items in the Library regularly and as needed.
- Assist with processing of materials as needed.
- Oversees periodic collection inventories.

Events and Promotion:

The Deputy Library Director works closely with the Library

Director to plan and promote and host public events that meet the needs and interests of children and families.

- Promotes a robust Summer Library Program for Adults, Teens, and children every year.
- Provides timely information to website manager for publicity purposes, including e-newsletter.
- Oversees the maintenance of event attendance records for statistical reports.

Community Outreach:

- Represent the library at community events to encourage library membership and to promote library services.
- Collaborate with local schools, childcare providers, homeschool associations, City of Perry departments, nonprofits, and service organizations to promote, and encourage PPL and HH@CLM use and participation in programs.
- Host presentations about PPL and HH@CLM resources for teachers, school groups, service organizations, and others.

Administrative:

- Know, follow, and enforce all Library policies, plans, and procedures.
- Prepare monthly Statistic Report for monthly Board Meetings.
- Participate in long-range planning activities and work to meet strategic goals.
- Prepare accurate and timely event participation statistics and report details as needed or requested.
- Participate in preparing annual budget.
- Serve on or advise committees as PPL and/or HH@CLM representative.
- Actively participate in the development and implementation of fundraising activities and initiatives.
- Pursue funding opportunities such as grants and sponsorships for programs and collections.

Professional Development:

- Attend staff meetings prepared to participate in problem solving discussions and to contribute ideas.
- Remain apprised of best practices for the profession.
- Participate in professional webinars, classes, conferences, and workshops.
- Stay abreast of recommendations and resources from the State Library of Iowa.
- Remain aware of emerging technologies.

Other:

- Perform other duties as needed or assigned.
- Ability to adapt work schedule to cover for ill, vacationing, or otherwise unavailable colleagues is expected.
- Active participation in the Friends of the Perry Public Library fundraisers.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Bachelor's degree in any discipline and an Iowa Certificate of Public Library Management obtained either before or within first two years of employment.

Two years previous experience working in a library.

Previous supervisory experience.

Qualifications:

- Exceptional verbal and written communication skills; ability to speak and write compellingly about the Library's mission and its essential place within our community.
- Expert knowledge of adult, children's, and young adult literature.
- Ability to work flexible hours, remotely, and offsite when necessary.
- Proficient with Microsoft Office and Google Suite.
- Familiarity with library management systems, especially Atrium – Book Systems.
- Adept with current and curious about emerging computer technology.
- Familiarity with Canva and principles of good graphic design strongly preferred.

PREFERRED TRAINING AND QUALIFICATIONS

- Master's Degree in Library and Information Science / Studies strongly preferred.
- Two years of experience in a managerial position.
- Knowledge of Spanish.

MINIMUM PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Physical Requirements

The work is performed in an office environment, and in common spaces open to the public. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequent need to see, walk, sit, stand, talk, and hear.
- Occasional need to bend, stoop, kneel, and crouch.
- Dexterity to perform data entry on a computer, laptop, iPad, or other electronic device.
- Visual acuity sufficient to read print in 8-point font. Ability to view computer screens and work with details for extended periods of time.
- Hearing at or correctable to normal ranges.
- Ability to communicate effectively with members of the public and co-workers.
- Physical dexterity to reach shelves of various heights, push full book carts.
- Ability to exert up to 50 pounds of force occasionally and/ or up to 20 pounds of force frequently, and/or exert up to 10 pounds of force constantly to move objects.
- Ability to lift 10 pounds frequently. May need to re-shelve, read and retrieve materials at floor

level and overhead.

- Ability to comply with health and safety guidelines.
- Ability to complete work while wearing a surgical grade mask.

Please note: this job description describes the general nature, tasks, responsibilities, and level of work to be performed; it is not meant to be an all-inclusive list of every responsibility, duty, and skill required for the position. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Cognitive Demands

Ability to maintain records and prepare reports, secure prices and information on projects, services and products. Ability to maintain contact with other community agencies and city departments to be aware of services, and cooperate as needed to accomplish goals and to create harmony. Ability to answer inquiries from the public on services. Be able to maintain an ongoing relationship with outside agencies. Prepare and submit annual budget information and monitor same. Supervise areas as needed.

Language Ability and Interpersonal Communications

Abilities in: understanding and following oral and written instruction; supervising work of subordinate staff. Effective oral and written communication; establishing and maintaining effective and cooperative relationships with staff and general public; maintaining records and preparing reports; hiring with approval and evaluating personnel; recommending and enforcing disciplinary actions; maintaining and supplying equipment and facilities.

This Job Description in no way states or implies that the description includes every duty to be performed by the employee occupying the position. Employee will be required to follow any other job-related instructions and to perform any other job-related duties as requested by the Library Director.

The Library reserves the right to change or reassign job duties or combine positions at any time.

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment not alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

Employee's Signature

Date

Department Head

Date

The City of Perry is an Equal Employment Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.