

Guttenberg Public Library

Library Director

Job summary:

The library director shall be responsible for all administrative and professional library work and shall direct all library activities. The librarian works with the board of trustees, the staff, and the public in accordance with state and federal law, general municipal policies, and the policies and procedures of the library board. Harmonious relationships among the personnel and with the public shall be maintained. The library director monitors, coordinates, manages, and supervises the operation of the library. The goal of the position shall be to give maximum library service to all patrons in the service area.

Educational requirements:

Bachelor's degree, Associate degree, or 30 semester hours of college credit from an accredited college or university preferred; 5 years of library work experience preferred, and completion of Public Library Management I and II. (Certified librarian by State Library of Iowa at Level II, III, IV, V, or VI)

Knowledge, skills, and abilities required:

- *Must have extensive knowledge of the fundamentals of library service, library rules and regulations, as well as methods and techniques of library science. Areas of general knowledge include ability to use reference tools, classification, cataloging, acquisition, circulation, books and materials appropriate for various ages and reading levels.
- *Ability to adhere to the policies and procedures as established by the Guttenberg Library Board of Trustees.
- *Must have the necessary management skills to direct, inspire, and work cooperatively with the members of the staff.
- *Must enjoy and work well with people of all ages.
- *Must have a sense of community to understand and anticipate the patron's needs.
- *Must enjoy reading
- *Ability to prepare and administer budgets, and basic knowledge of accounting and bookkeeping functions. Ability to perform arithmetic and statistical calculations.
- *Ability to consult technical sources and documents and access reference materials, including the Internet. Ability to access, retrieve, read and analyze technical data.
- *Ability to work independently and in consultation with governing board
- *Ability to plan, organize, assign, supervise, and evaluate the work of the library staff and volunteers
- *Ability to establish and maintain an effective working relationship with coworkers, city officials, the library board of trustees, and the public
- *Ability to resolve problems or complaints
- *Knowledge and ability to use computers for financial, database, spread sheet, word processing, Internet, email, scanning, and electronic information transfer functions
- *Ability to proficiently use office and media equipment, including circulation / catalog computer software, network computers, computer printers, scanner, microfilm reader and printer, photocopier, telephone, calculator, typewriter, fax machine, computer software, CD player, VCR, DVD player, tape player, MP3 player, overhead projector, multi-media projector, etc.
- *Ability to express oneself effectively using oral and written communication, using proper spelling, punctuation, and grammar.
- *Ability to report, write, and edit articles for publication in suitable format
- *Ability to maintain required certifications

Guttenberg Public Library

Job Duties:

- *Represents library to community by maintaining contact with city and county officials, community organizations, and citizens
- *Publicizes library services through press releases, newspaper articles, displays, other notices, and by speaking to community groups
- *Gives library tours and orientation programs
- *Assists patrons with reference questions and computer inquiries
- *Carries out all facets of circulation
- *Maintains confidentiality of library and business transactions
- *Assists patrons with library equipment
- *Coordinates interlibrary loan program, and material reserve system
- *Coordinates and provides outreach services to shut-ins, nursing homes, or delegates the task
- *Repairs materials as needed, or delegates the task
- *Organizes and prepares necessary information and agenda prior to meeting of library board of trustees
 - *Attends each meeting of library board of trustees and advises board of problems and needs in all areas of library operations. Makes recommendations for improving library service.
 - *Acts as a liaison between city officials, board of trustees, and staff
 - *Collects and analyzes statistics on library use and circulation
 - *Prepares and submits reports to board of trustees, city officials, state library, and citizens
 - *Seeks professional development. Attains certification through the State Library of Iowa and maintains certification by participating in 45 contact hours of continuing education every three years.
 - *Attends meetings and works together with the Clayton County Library Association
 - *Attends library foundation meetings
 - *Interviews, hires, trains, supervises, disciplines, and dismisses library employees, and sometimes volunteers
 - *Prepares work schedules and assignments, approves time sheets for library staff and maintains appropriate records, directs and evaluates all work performed
 - *Completes e-rate paperwork for telecommunications discount
 - *Understands the grant process. Organizes, writes, administers, and evaluates a grant program.
 - *Oversees collection development
 - *Ensures proper care and maintenance of library building and grounds, performing maintenance and cleaning as necessary
 - *Evaluates community needs, establishes and implements short and long-term goals and objectives for the library
 - *Plans, initiates, organizes, supervises and promotes library programs and services
 - *Keeps abreast of current trends and techniques in public library service
 - *Tracks patron requests and recommendations
 - *Develops policies on library issues for approval by board of trustees
 - *Makes purchase decisions based on reviews, patron requests, cost, and other appropriate factors
 - *Orders materials and supplies for the library
 - *Withdraws materials according to library policies
 - *Catalogs materials using computer database, edits material and patron records
 - *Administers library policies regarding circulation, overdue items, lost items, and borrowing privileges
 - *Determines levels of funding for each segment of library operations
 - *Prepares and administers annual budget and library finances
 - *Approves all expenditures

Guttenberg Public Library

- *Administers library computer network or hires technicians to assist with maintenance of hardware and software, problem analysis, insuring availability to system users
- *Maintains library website
- *Updates library outdoor sign
- *Schedules meeting room (key delivery, clean-up, set-up, etc.)
- *Coordinates local history archives in the library
- *Proctors exams
- *Implements memorials and donations and keeps records
- *Shares responsibility for mailing items, including interlibrary loan materials. Picks up mail at post office and delivers items for AEA van delivery at school.
- *Coordinates inventory

Nature of the director's work environment:

Duties are performed indoors and outdoors. Duties require extended periods of standing, walking, sitting, talking or hearing, and using hands and fingers. The job requires occasional periods of climbing or balancing, pulling and pushing items, lifting and carrying items, keyboarding, reaching with hands and arms, making repetitive motions, tasting or smelling, stooping, bending, kneeling, crouching, or crawling. Weights up to 45 pounds are encountered. Vision requirements include color vision, distance vision, close vision, and ability to adjust focus. Hazards are considered minor and controllable, but may include exposure to human error, angry/hostile humans, and workplace chemical supplies. The noise level is usually moderate. Must be able to transport oneself to work-related meetings, workshops, and special programs. The job consists of highly complex and varied tasks requiring independent knowledge, its application to a variety of situations, as well as exercise of independent judgment.

Note: This job description does not state or imply that the description includes every duty to be performed by the employee.