

**ESTHERVILLE PUBLIC LIBRARY
DIRECTOR
JOB DESCRIPTION**

SUPERVISION:

Estherville Public Library Board of Trustees.

JOB DUTIES:

1. Administers, directs, and coordinates all activities of the library to implement the long-range goals and objectives.
2. Implements the policies established by the Estherville Public Library Board of Trustees.
3. Maintains and upgrades policy and procedures.
4. Organizes the functions of the library through appropriate departmentalization and the delegation of duties and responsibilities to appropriate staff.
5. Implements and maintains formal means of staff accountability, according to current employment policies.
6. Prepares the agenda for Estherville Public Library Board of Trustees meetings and reviews it with the President.
7. Prepares reports for and attends meetings with the Estherville Public Library Board of Trustees.
8. Implements the control and effective utilization of the physical and financial resources of the library. Assures deposit of all funds collected at the library with appropriate city departments.
9. Conducts regular staff meetings.
10. Assumes job duties of other staff in their absence, or delegates duties as needed.
11. Performs the responsibilities of the circulation desks that involve the automated system. Maintains confidentiality of user information. Register new users, responds to telephone inquiries and assists in Interlibrary Loan transactions. Maintains an orderly shelving system. Keeps work areas neat and organized.
12. Reviews and makes decisions on the acquisition of materials for the collection for all departments. Oversees the evaluation of the collection and the de-acquisition of materials no longer needed for effective use. Oversees the annual inventory of the collection.

13. Recruits and approves suitable volunteers to assist in programs and services to meet specific needs of the public, according to current library policies.
14. Cooperates with local partners in establishing effective relationships. This includes assisting students and teachers and other users with reference and research assignments, library tours, and readers' advisory services.
15. Has awareness of upcoming library programs and events. Keeps informed on contemporary issues, technology and trends in library services by attending workshops, conferences, and round table meetings sponsored by North Central Library District, Iowa Library Association and Iowa Library Services (the State Library of Iowa).
16. Continually seeks and finds ways to promote increased use of library materials.
17. Participates in short and long range planning for all library programming.
18. Cooperates as a team member with library staff in performing essential library duties in all phases of daily library routine.
19. Serves as the liaison between the Estherville Public Library Board of Trustees and the community.
20. Serves as the liaison between the Estherville Public Library and City Government.
21. Serves as the liaison between the Estherville Public Library and the Friends of the Estherville Public Library.
22. Serves as the liaison between the Estherville Public Library and the news media.
23. Participates in public relations activities. Speaks to community groups. Remains active in library associations, conferences, and other meetings.
24. Determines when the library shall be closed for weather or emergency situations, according to current library policies.
25. Maintains a personal phone for accessibility during emergency situations.
26. Documents any and all situations with regard to city and county government, library trustees, staff, users, services, and building facilities as applies to the library according to current records retention standards.

ABILITIES:

Duties will be performed in a climate-controlled environment. Will be routinely and intermittently exposed to computer screens. May be required to lift light to medium weights, e.g. lifting books and audiovisual equipment and pushing book carts. Position entails bending, stooping, reaching and

standing on a daily basis. Deal tactfully and effectively with users of the library especially in stressful situations.

QUALIFICATIONS:

Comply with current City of Estherville personnel policies. Possess at minimum a B.A. Degree in Library Science or a related field (a Masters' Degree from an ALA-Accredited University or equivalent experience is preferred). Be familiar with general library procedures, ability to meet the public well, interest in reading and other library-related activities, accept responsibility, accept the direction of the board and show a demonstrated ability to supervise staff, learn new skills, and adapt to change. Demonstrate experience working with the general public. Should have knowledge of office machines and computer skills including Internet and Microsoft Office Programs. Have State Library of Iowa Public Library Certification, or equivalent college degree, within two years of hire. Attend professional development opportunities for Public Library Management. Membership in the Iowa Library Association is provided.

JOB SUMMARY:

This job description provides a summary of the responsibilities and duties of the position. The employee may be requested to perform other tasks in regard to library facilities.

Approved 06/2011, Reviewed 01/2014, 10/2015 Revised 3/5/2019