

## Elkader Public Library Job Descriptions

**Title:** Library Director

**Status:** Full Time

### ***Job Summary:***

This position manages all aspects of the operation of the public library as directed by the policies, goals, and objectives adopted by the library board of trustees.

### ***Educational Requirements:***

Some college work is preferred. Life experiences will also be considered. Certified by the State Library of Iowa or will become certified within two years of employment.

### ***Knowledge, Skills, and Abilities:***

- Must have knowledge of the fundamentals of library service.
- Must possess current technology skills.
- Must enjoy and work well with people of all ages.
- Must have the management skills to work with and maintain a budget.
- Must have the skills to maintain public relations with the library's funding bodies, community groups, and library patrons.
- Must have the skills to work cooperatively with the other members of the staff.

### ***Duties and Responsibilities:***

#### Administration:

- Manages and maintains the library facility/building, computer technology, the library's automation system and other library equipment.
- Prepares regular reports, including state and local reports, embodying the library's current progress and future needs.
- Evaluates and manages library services and programs such as circulation, reference, reader's advisory services, children's services, community services and public information.
- Maintains the accreditation of the library from the State Library of Iowa.

#### Budget:

- Implements the library budget.
- Assists in the preparation of the annual budget for the library in consultations with the Library Board and the city administrator.

#### Personnel:

- Hires and supervises personnel.
- Conducts an evaluation of the library staff members on a yearly basis.
- Directs the training of library staff in technical and administrative library skills.

#### Library Collection:

- Develops the library collection ("collection" is everything the library has on hand for its customers: books, DVDs, CDs, magazines, newspapers, subscriptions to electronic resources, cake pans and more).

#### Public and Community Relations:

- Implements board policy, interprets library policy for the public.
- Acts as Public Relations Officer for the library.
- Represents the library in the community and promotes the library and its services.
- Teaches library patrons how to access, evaluate, and use print and electronic information resources.
- Directs and provides outreach services to the community.
- Provides preschool story time to build early literacy skills in young children.
- Helps school age patrons find resources to complete school assignments.
- Maintains the library's webpage and social media pages.

#### Library Board Relations:

- Acts as the professional/technical advisor to the library board of trustees on policies, finances, planning, library performance, and laws effecting libraries.
- Attends all Library Board of Trustees' meetings other than those in which salary or tenure are under discussion.

#### Liaison Responsibility with City, State, County, and System Groups:

- Knows local and state laws; actively supports library legislation in the state and nation.
- Attends City Council and County Board of Supervisors meetings as deemed necessary.
- Attends as many regional, county, and district meetings and continuing education classes as necessary. The Director and any accompanying trustee will be reimbursed for the expenses of the meeting.
- Uses the services and consultants of the State Library of Iowa.
- Affiliates with the state and national professional organizations and attends professional meetings and workshops. Dues to the Iowa Library Association and to the Iowa Small Library Association shall be paid by the library on an annual basis.

#### Professional Development:

- Keeps up to date in technology and makes recommendations to the Library Board as to hardware and software needed in the library.

#### ***Physical Demands:***

- Standing, sitting, walking, climbing, bending, reaching
- Talking and hearing in person and on telephone
- Vision from 20 inches to 20 feet
- Lifting and carrying up to 40 lbs; pushing and pulling carts on wheels weighing up to 100 lbs
- Fine motor skills including keyboarding and using computer mouse

***Evaluation:***

The Library Director will be evaluated by the Library Board of Trustees at the end of each calendar year.

***Salary:***

The salary for Director of the Elkader Public Library shall be based on education and experience. The Library Director position shall be an annual salaried position.

Approved May 10, 2022

**Title:** Library Assistants

**Status:** Part Time

**Job Summary:**

Under the direction of the library director, this position performs front-line tasks related to circulation of library materials and patron customer service.

**Educational requirements:**

High school diploma. Preference will be given to applicants with college credit and/or library experience. Life experiences will be considered. Library assistants will be on probationary status for a period of three months. After which, the director will evaluate the employee and recommend the permanent hiring of the assistant.

**Knowledge, Skills, and Abilities:**

- Must enjoy and work well with people of all ages.
- Must possess the ability to work cooperatively with other staff members.
- Must possess good communication skills.
- Must have some computer skills or be willing to go to classes to obtain some basic skills.

**Duties and Responsibilities:**

- Carry out daily library routine, such as checking in and out materials using the automated circulation system and emptying book drops.
- Process materials for circulation and mend materials as needed.
- Keep careful statistical counts.
- Provide courteous service to patrons, including telephone requests, reference, and reader advisories.
- Assist director with library programming when needed.
- Keep up to date with current technology in the library.
- Other duties as assigned by the director.

**Physical Demands:**

- Standing, sitting, walking, climbing, bending, reaching
- Talking and hearing in person and on telephone
- Vision from 20 inches to 20 feet
- Lifting and carrying up to 40 lbs; pushing and pulling carts on wheels weighing up to 100 lbs
- Fine motor skills including keyboarding and using computer mouse

**Evaluation:**

Library assistants will be evaluated by the library director each calendar year.

**Salary:**

The Library Assistant position shall be an hourly wage.

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