

## **Riceville Public Library Job Description, Director**

**Position Title:** Library Director

**Reports to:** Library Board

### **Position Overview**

The Riceville Public Library Board of Trustees is seeking a dynamic and forward-thinking Library Director to lead the library into its next chapter. The Director will provide overall leadership and manage all day-to-day operations, including strategic planning, administration, staff supervision, budgeting and financial oversight, facilities management, and regulatory compliance. This role also guides the development of library programs, collections, and services; oversees technology and digital resources; and leads community outreach and marketing efforts to strengthen the library's presence and impact.

The Director is a passionate, visionary leader who uses exceptional interpersonal skills and strong business acumen to build meaningful relationships throughout our dual-county service area. They champion the library's mission by fostering a culture of outstanding customer service and ensuring that all residents of Howard and Mitchell counties have equitable access to library resources, programs, and services.

### **Qualifications**

#### **Education**

- **High school diploma or GED required**
- **Some college coursework preferred;** an associate or bachelor's degree is strongly valued
- **State Library of Iowa Public Library Endorsement** required within two years of hire
- **Ability to maintain all required certifications and ongoing training** as outlined by the State Library of Iowa and the Library Board

#### **Experience**

- Experience in library services, administrative duties, customer service, and staff supervision is preferred
- Two to four years of prior experience in a library setting or related educational field is preferred; all relevant experience will be considered
- Experience with budgeting, bookkeeping, and general office management is desirable
- Knowledge of the basic principles and practices of library service is required

#### **Skills and Abilities**

- Strong organizational, communication, and interpersonal skills, with the ability to work effectively with patrons of all ages
- Proficiency with technology and computer applications, including library software, Microsoft Office, QuickBooks, and online communication tools

- Ability to maintain positive public relations with funding bodies, community organizations, and library patrons
- Capacity to work independently, manage multiple responsibilities, and prioritize tasks effectively
- Flexibility to work varied hours, including occasional evenings or weekends, to support staffing and programming needs
- Skill in supervising staff, coordinating schedules, and fostering a cooperative work environment using understanding, patience, and tact

### **Physical Working Conditions**

- Position may require extended periods of standing, lifting and moving library materials, and performing routine clerical tasks
- Adequate visual and auditory acuity is necessary for in-person and telephone communication, reading small print, and working with computer monitors
- Fine motor skills required for typing, computer use, and handling library materials
- Ability to lift and carry 10–40 pounds as needed
- In a small or rural library setting such as Riceville, the Director is expected to perform hands-on duties, including circulation desk coverage, routine cleaning, and assisting with or leading programs for all age groups

### **Essential Duties and Responsibilities**

#### **Administrative**

- Plan, organize, and direct the day-to-day operations of the library
- Manage the library facility, computer technology, automated systems, interlibrary loan services, patron loans, and all related equipment
- Works cooperatively with the Library Board to develop policies, goals, and long-range plans; provide recommendations and guidance for Board action
- Prepare required reports, statistics, and documentation for the Library Board, City of Riceville, and the State Library of Iowa
- Ensure compliance with all local, state, and federal library standards, regulations, and reporting requirements
- Maintain the library’s accreditation with the State Library of Iowa
- Oversee scheduling, usage, and maintenance of the Theater Room (library meeting room), including coordinating library programs, managing community rentals, tracking event dates, and collecting payments

#### **Financial Management, Reports, and Statistics**

- Prepare and administer the annual library budget
- Assist in developing the annual budget in collaboration with the Library Board and City Administrator

- Maintain accurate financial records and oversee purchasing, expenditures, and general financial operations
- Utilize budgeting tools and QuickBooks for efficient financial management
- Seek grants and supplemental funding opportunities when appropriate, including occasional grant writing and follow-through on awarded funds
- Prepare regular reports summarizing library progress, usage statistics, and future needs
- Complete and submit the annual report to the State Library of Iowa each October
- Collect daily fees for library service transactions; record and remit funds to the City Clerk; ensure Theater Room rental fees are submitted to the Treasurer
- Provide bills, expenditures, and financial updates at each Library Board meeting

### **Personnel**

- Hire, supervise, and conduct annual evaluations for all library personnel, including salaried staff, hourly staff, and volunteers
- Recruit and hire qualified individuals for designated library service roles and assign job responsibilities appropriately
- Schedule staff hours and vacations to ensure consistent coverage during all library operating hours
- Train staff and volunteers in both technical and administrative library skills as needed
- Foster a positive, professional, and customer-focused work environment
- Complete timecards and coordinate employee benefits and related documentation in partnership with the City Clerk
- Hire, schedule, supervise, and train custodial and cleaning personnel as needed
- Coordinate monthly Library Board meetings and assist in identifying and filling Board

### **Library Services, Collections & Technology**

- Select, evaluate, and maintain library materials—including print, audiovisual, and digital resources—while continually developing all collections
- Oversee cataloging, inventory, program supplies, collection weeding, and the proper disposal of withdrawn materials
- Manage and update the library’s website and social media platforms as part of ongoing public relations and community engagement
- Maintain and support a wide range of technology used by the library, including public computers, digital resources collection, and internal equipment
- Coordinate with external technology professionals as needed to address computer, Wi-Fi, and other technical issues
- Ensure compliance with current copyright laws, technology standards, and internet safety regulations, using sound judgment to maintain a safe and responsible digital environment for patrons

### **Facilities, Building & Community Operations**

- Supervise the care, maintenance, appearance, and cleanliness of the library building and surrounding grounds
- Report facility repair and maintenance needs to the Library Board in a timely manner
- Ensure that displays, marketing materials, window displays, and bulletin boards are updated and visually engaging
- Coordinate with city staff, volunteers, vendors, and contractors as needed to support building operations and maintenance
- Administer the use of the Theater Room in accordance with rules and standards established by the Library Board or First Freedom Board

### **Public Relations, Professional & Programming**

- Provide direct public service, including reference assistance and reader's advisory
- Plan, develop, and implement library programs for children, teens, and adults
- Promote library services through outreach, marketing, the library website, and social media platforms to strengthen community engagement
- Coordinate and support ongoing children's programming—such as the Summer Reading Program and Story Time—in collaboration with library aides and volunteers
- Offer occasional support to students, educators, and local schools
- Stay informed about local and state laws to actively support library-related legislation at the community, state, and national levels
- Attend professional meetings, trainings, and workshops to maintain certification and stay current with emerging library practices; utilize State Library consultants as needed
- Promote and pursue grant opportunities on behalf of the library
- Demonstrate high professional standards, values, and ethics in both public and personal settings, modeling appropriate conduct for all library personnel—including expectations related to appearance, personal social media use, and community standards