

Wilson Memorial Library	Board of Trustees
	Approved: 02/19/2005
Job Description—Library Director	Updated: 04/2007; 02/2012; 01/26/2015

Job Description—Library Director

A. Educational experience and requirements

1. A high school diploma is required. Some college is preferred, but not required.
2. Must become certified with Iowa Library Services within two years of hiring.

B. Salary Range

1. The salary range for this position is \$10.00 to \$15.00 per hour.

C. Administrative

- 1) Directs all library activities using policies set by the Board of Trustees including but not exclusive of:
 1. Organization of library materials for all patrons in the school district.
 2. Coordination of all programs.
 3. Coordination of meeting rooms and museum use.
- 2) Organizes all materials under an organized subject system and visibly labels all shelves accordingly.
- 3) Prepares a monthly report for Trustees based on the state's annual reporting system and including:
 1. Gifts to the library, name and description of items
 2. Memorials, description of item(s), giver
 3. Meeting room use
 4. Number of new materials received
- 4) Prepares monthly work schedule for self and employees.
- 5) In cooperation with the Policy Committee, selects and reviews policies regularly at monthly board meetings, ensuring each policy is reviewed at least once every three years.
- 6) Keeps time sheets for all employees and turn them in to City Hall with the end of the monthly bills, payroll bi-monthly.
- 7) In cooperation with the By-Laws Committee, recommends a short-term plan (Annual Goals) and a long-range plan (3-5 year goals) to the Board of Trustees in November so that the Budget Committee may utilize these goals in creating the budget.
- 8) In cooperation with the Budget Committee, prepares the annual budget in January and directs and supervises the expenditures of library funds accordingly.
- 9) Takes prompt action on each board directive.

D. Collection Development

- 1) Submits orders for books and other materials on a monthly basis and informs the Trustees of materials received at board meetings.
- 2) Processes all materials for public access and circulation, if applicable, within 14 days of receipt.
- 3) Directs the survey of patrons annually and presents results to the board.
- 4) Works cooperatively with the board to survey the entire local population every three years.
- 5) Orders supplies and maintains an adequate supply on hand at all times.
- 6) Reviews and selects books and other materials based on survey results as indicated by user needs/wants for subject topic, material type, authors, age of user, etc.

E. Public Relations

- 1) Communicates services of the library to the public (i.e. answers questions, locates materials, assists in equipment usage, public speaking, library tours, newspaper articles, etc.)
- 2) Presents reports at each board meeting a list of items of public interest, including, but not exclusive of: upcoming events, new acquisitions, interesting library facts, legislation concerning the library, large donations or grants received, etc.
- 3) Coordinates production and distribution of posters, flyers, brochures, bookmarks, and bulletin boards, promoting library services, materials, programs, events, legislation, etc.
- 4) Verbally reminds customers of current library opportunities at circulation desks
- 5) Processes inter-library loans daily
- 6) Effectively communicates services of the library to the public, such as answering questions, locating materials, assisting in equipment usage, public speaking, library tours, etc.

F. Bookkeeping

- 1) Is responsible for shelving all returned materials daily
- 2) Contacts overdue patrons weekly by phone or postcard
- 3) Organizes circulation by way of an orderly and efficient system (i.e. card file, automated circulation, etc.)
- 4) Keeps all petty cash records in the cash drawer that is secured.
- 5) Lists all bills received and gives them to the board treasurer before the monthly board meeting
- 6) Updates shelf lists and patron registration cards monthly.
- 7) Keeps collection current by weeding outdated materials on a continued basis

G. Professional

1. Keeps abreast of innovative methods of service delivery (for example, ordering pre-processed materials) by reading literature and attending workshops.
2. Utilizes advances in technology to assist in circulation and processing. (For example Internet, SILO, automated circulation, etc.)
3. Establishes and maintains effective working relationships with local government agencies, Board of Trustees, community groups, and the general public.
4. Attends professional meeting, which include monthly Board of Trustees meeting, quarterly Keokuk County Library Association meetings, Iowa Library Assoc. Meeting, or Small Library Assoc. Meetings.
5. Attends workshops as required to attain and maintain accreditation.
6. Maintains membership in the Iowa Library Association.

H. Miscellaneous

- 1) Checks email and the mailbox daily and mails all packages, rotation materials and documents by appropriate deadlines.
- 2) Promptly notifies appropriate Board members of any correspondence received regarding grants, programs, workshops, etc.
- 3) Promptly repairs materials as needed or calls service people immediately when needed.
- 4) Coordinates maintenance of physical facilities by recognizing needs and communicating such to City workers, library custodian, local trades-people, and Board of Trustees.
- 5) Identifies "down time" and perform necessary task accordingly (i.e. utilizes back room for processing duties during slow mornings.)
- 6) Files reports to the state, regional, or county officials in a timely manner and notifies the Board of Trustees.
- 7) Works 40 paid hours each week.
- 8) Will be paid for mileage and hours for workshops, meetings, etc.
- 9) Job performance will be evaluated annually in January, before salary recommendations are presented to the board, and at any additional time deemed necessary by a majority of the board.
- 10) Director receives paid holidays, which include New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, Christmas Day and New Year's Day.