



Blakesburg Public Library  
407 S. Wilson, P.O. Box 87  
Blakesburg, IA 52536

## Library Director Job Description

**General Duties:** Lead library team, oversee daily operations of the Blakesburg Public Library.

**Education:** Must be high school graduate or equivalent; must complete Public Library Management courses available from State Library within two years of hire and maintain certification through continuing education opportunities.

**Qualifications/Special Skills:** Experience in a customer service role, basic computer literacy including ability to use Office and Google Docs and social media applications, strong organizational skills, attention to detail, exceptional interpersonal skills, excellent written and verbal communication skills.

**Physical Requirements:** Ability to bend, stoop, crouch, kneel, stand, and sit for prolonged periods of time at a desk or computer workstation; extend arms above the shoulder to reach and retrieve books and materials from shelves; grasp books and materials; lift materials and supplies which may weigh up to 25 pounds; use telephone and computer keyboard and mouse; see in the normal vision range with or without correction to read typical business documents and computer screens; hear in the normal range with or without correction.

**Working Conditions:** Work is performed indoors in an air- conditioned office environment with artificial lighting and moderate noise level. There is some exposure to outside conditions when checking book returns, opening and closing the library, possibility of shoveling snow. There may be numerous interruptions to work to assist patrons, answer phones, etc.

**Days Needed:** Monday-Saturday.

**Hours Needed:** Successful candidate will be available for flexible work hours. Library hours fluctuate depending on the time of year, but generally include some morning, afternoon, evening and weekend hours.

### Specific Job Duties:

The Job Description for the Library Director will include, but is not limited to the following duties:

1. Select library materials including books, videos, databases, magazines, pamphlets, etc. in a variety of formats to meet all patron needs.
2. Maintain a current, relevant collection by weeding outdated materials.
3. Maintain and operate the physical plant, keeping the library clean and organized.
4. Recruit, hire, train, and assign and evaluate additional library staff.
5. Maintain accurate financial records and assist in planning the library's annual budget.
6. Maintain accurate patron, circulation and library use statistics, acquisitions and withdrawn lists, etc. for monthly and annual reports.

7. Research funding opportunities and write grants, working with other organizations as needed. Oversee grant funds and expenditures.
8. Maintain open communication with the Board of Trustees regarding all library-related issues.
9. Maintain library technology, hardware and software.
10. Plan and implement programming for all community patrons, including the Collaborative Summer Reading Program.
11. Attend City Council meetings as required.
12. Complete all required city and state reports and forms, and present annual report to the City Council.
13. Maintain contracts with government agencies, vendors and state library.
14. Create and distribute press releases to create positive image of library and highlight events, programs, and opportunities.
15. Obtain and/or maintain state Public Library certification.
16. Work with the Friends of the Blakesburg Public Library officers and organization members to promote literacy and the library's services and resources to the community.
17. Process interlibrary loan requests for patrons and from other libraries.
18. Provide reference and research assistance, teach patrons how to use library resources and technology individually or in groups.
19. Work with leaders from educational, governmental and service organizations to maintain a community presence.
20. Assist Board of Trustees in preparing agenda for meetings.
21. Maintain a professional appearance, demeanor and working relationship with all staff, patrons and members of the Board of Trustees.
22. Create and maintain a staff policies and procedures manual.
23. Maintain the library's web page and social media presence.
24. Perform other duties as may be assigned.

**Pay:** Based on education and experience.

**Direct Supervisor:** Library Board of Trustees.

The City of Blakesburg and the Blakesburg Public Library are equal employment opportunity employers. Employment with the library will be available to all applicants regardless of race, color, national origin, gender, disability, religion, creed, socio-economic status and sexual orientation.