**Gladbrook Public Library**

**Job Title:** Library Director

**Job Posting:** The Gladbrook Public Library Board of Trustees is seeking applicants for the position of Library Director. The candidate must work well with the public, have good management and budget skills, be proficient with oral and written communications, possess technology skills, provide support for patrons using library technologies, demonstrate strong leadership skills and a willingness to serve and promote the library within the community. The director manages the day-to-day operations of the library, develops and maintains a variety of collections, oversees purchases, develops and presents programing for all ages including the summer reading program, communicates regularly with the Board of Trustees, and manages library employees and volunteers. The director will possess a high degree of initiative, sound judgement and integrity, be creative and enthusiastic, and be a visionary leader with the skills to adapt and expand services to meet the future needs of our community.

**Overview:** The library’s location is in Gladbrook, Iowa, and serves the city and surrounding rural communities. The Gladbrook Library provides community outreach and involvement with programming directed to a variety of age groups and interests. The library is a welcoming and supportive space where patrons can find books, have coffee with friends or get help with homework and have access to computers, copiers, and photo printing. The mission of the Gladbrook Public Library is to support and nourish literacy and lifelong learning.

The position is part time; 25-30 hours per week with a starting wage of $15-$18 an hour based on qualifications and experience. The link to the City of Gladbrook website will access a detailed job description and application form which must be submitted online by the end of the day, Thursday, August 31, 2023.

<https://www.gladbrook.org/wp-content/uploads/2021/01/Employment-Application.pdf>

**Job Duties:**

**Library Services:**

* Administers the policies established by the Board of Trustees and the State of Iowa
* Serves as the face of the Library and demonstrates effective public relations skills
* Orders, classifies and supervises selection of all library materials and prepares them for circulation
* Plans, organizes and coordinates library activities while promoting and publicizing services within the community including children’s story hour, the summer reading program, the Teen Advisory Board and adult programming
* Ensures that all library employees support patrons with materials selection and information requests
* Demonstrates ease and competent speaking skills in front of both large and small group settings
* Prepares well-written grant applications and other mandated state reports
* Creates a positive, welcoming environment and establishes and maintains high expectations for appropriate patron conduct
* Supervises overdue notices and attempts to recover missing materials
* Handles mail, email and all forms of correspondence
* Adheres to principals of intellectual freedom and patron privacy

**Technology:**

* Maintains and updates the library website, and social media accounts where events and information are posted
* Maintains and trouble shoots the library computers, printers, photo machine, copy machine, and FAX machine
* Utilizes the library automation system for collection and patron record keeping
* Demonstrates proficiency in basic word processing software (i.e. Microsoft Word)
* Assesses the efficacy of current technologies, anticipates additional technology needs and develops a technology replacement schedule

**Personnel Management:**

* Supervises the training of assistant library personnel
* Recruits, hires, fires and evaluates all library employees and volunteers in conjunction with the Board of Trustees
* Maintains a performance documentation file for all personnel
* Organizes and manages adequate scheduling of staff work hours

**Budget, Reports and Finance:**

* Supervises library expenditures
* Completes Library Information Surveys formulated by the Iowa State Library
* Completes reports necessary to maintain accreditation standards
* Keeps records for circulation, library use, fines, reference and other records as required
* Develops positive and collaborative relationships with city personnel and obtains budget information from the City Clerk to share with the board

**Responsibilities to Library Board:**

* Prepares budget with Trustees
* Administers the policies established by the board of trustees
* Makes recommendations for policy changes to the Board of Trustees
* Attends board meetings to report on monthly budget, invoices, circulation statistics, activities and programing
* Develops, implements and evaluates long and short term goals and objectives with the Board.
* Regularly updates the Board as to the status of accreditation activities and maintains that the Library’s accreditation status is maintained

**Continuing Education and Professional Development:**

* Acquires all certifications and endorsements required by the State Library Board
* Attends workshops, professional meetings and trainings to expand knowledge, skills and abilities
* Monitors developments and trends in the library field by participating in area and state association meetings and activities

**Building and Facility:**

* Prepares displays and maintains pleasant library environment
* Addresses building needs and requirements

**Minimum Qualifications:**

* High School diploma required, with preferred college level training, or professional public library experience. Proficient written and oral skills. Must be proficient in technology.
* Commitment to acquire certification and State Library Director Endorsement through the State Library within two years of hiring.
* Physical ability to perform job duties in a satisfactory manner.