

**JOB DESCRIPTION: LIBRARY DIRECTOR
CLARION PUBLIC LIBRARY**

Reports to: Library Board of Trustees

POSITION SUMMARY:

Under the general direction of the board of trustees, the library director monitors, coordinates, and supervises the operation of the library, and is responsible for library planning, budget, day to day physical operations, and personnel. The library director implements policies and determines procedure in accordance with the Clarion Library Board of Trustees. . This is a fulltime position. The director is expected to be on-site five of the six day the library is open each week in order to provide the best service to the public.

ESSENTIAL JOB DUTIES:

- Develop, define, and administer policies and goals with the in-put and approval of the Board of directors.
- Is responsible for monthly Board meetings.
- Is responsible for the operation of the library and the physical plant.
- Communicates clearly through written reports, newspaper articles and radio broadcasts.
- Keep ongoing communication with the City Council and City Administrator throughout the year, with an annual presentation to the council.
- Supervises the selection and ordering of materials as well as the classification and cataloging of those materials.
- Trains, schedules, motivates, and evaluates staff.
- Cooperates with other public, school, regional and state libraries.
- Attend continuing professional growth to maintain certification as well as attendance at job related meetings such as Wright County Library Association and LINC.
- Interacts with community organizations and be willing to speak at events as a representative of the facility.
- Files necessary forms such as accreditation or annual reports due to the board, city, county or state.

KNOWLEDGE, SKILLS AND DABILITIES REQUIRES:

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job with or without reasonable accommodations, using some or a combination of the following:

- Ability to report, write or edit articles for publication in proper format using proper grammar.
- Ability to correspond with the public for informational reasons as well as acknowledgement of gifts or services.
- Ability to work independently and in consultation with the governing board.

- Knowledge and the theory, principles, and practices of library organization.
- Ability to develop, propose and implement library policies that allow for effective and efficient delivery of library services.
- Knowledge of and ability to use all hardware and software equipment in use for Clarion Public Library, such as financial, databases, spread sheets and word processing functions.
- Ability to safely reach, lift, carry, push, and move books and other library materials weighing up to 50 pounds, as well as items needed to maintain a safe property.
- Ability to safely climb, stoop, kneel, crouch, reach, stand, walk throughout the library, grasp, and make repetitive motions.

ENTRY REQUIREMENTS:

Education/Training:

An equivalent combination of education, training and experience that provides the knowledge, skills and abilities necessary to perform the essential functions of the position.

Work Experience:

An equivalent combination of education, training and experience that provides the knowledge, skills and abilities necessary to perform the essential functions of the position.

Required licenses, registrations, and certifications:

Within two years the individual must obtain a Public Library Management certification through the State Library of Iowa.

Required post-offer physical examinations:

None

Required drug testing:

None

Residency requirement:


None

Other testing required:

None

WORK ENVIRONMENT:

- Most work is performed inside the library. That work includes attending the front desk; periods reading and reviewing books and other library materials; may include standing for long periods; working with and helping the public with computers and other office equipment, moving throughout the library; and working directly with patrons, staff, city officials and volunteers. Work may also involve frequent interruptions and exposure to dust and fumes.



1. Marginal functions of the position that are incidental to the performance of essential job duties may have been excluded from this job description.

2. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employee and incumbents are encouraged to discuss possible accommodations with the Clarion Public Library board of trustees.

3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

The Clarion Public Library board of trustees reserves the right to change or reassign job duties or combine positions at any time.