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## PERSONNEL POLICY

### Library Director

- To be the executive director of the Public Library of the City of Emmetsburg, supervise the public library staff, and be responsible for the organization and maintenance of the public library collection.
- To have Full Time Employment (40 hours per week).

### Position Description

- Job Title: Library Director
- Reports to: Library Board of Trustees
- Purpose for the position: To direct and supervise the library system of the City of Emmetsburg.
- Supervises: Public Library paid staff or volunteers and individuals assigned for public service hours or student work experience; supervises through subordinates as specifically designated on certain occasions.
- Essential responsibilities:
  1. To be the executive director of the policies adopted by the Board of Trustees.
  2. To maintain and operate the physical plant.
  3. To recruit, employ, train and assign members to the library staff.

4. To inform the Board continually and completely regarding the finances, public services, physical plant, personnel, collection, and other developments, changes and problems of the library.
5. To prepare the agenda for the Board meetings in cooperation with the President of the Board.
6. The library director shall be in attendance at all meetings of the Board.
7. Plan, organize and administer programs and procedures governing library services.
8. Make budgeting recommendations and to administer budget approved by the Board of Trustees.
9. Prepare annual report for Board of Trustees, City Council, County Board of Supervisors, and State Library of Iowa.
10. Cooperate with Palo Alto County libraries; the State Library of Iowa and its District Offices, and local educational agencies with common library concerns.
11. To utilize marketing, community relations, publicity, and display practices.
12. Utilize computer technologies to make library staff more efficient and to help the public find more information easily.

- Preferred Qualifications:

1. Experience with library automation systems.
2. Library work experience including library administration, cataloging, reference, reader's advisory, and programming.
3. Experience with computer technology.
4. Previous supervisory experience.

5. Able and willing to work a flexible schedule that includes some evenings and weekends.

- **Characteristic Duties:**
  1. Seek funding necessary to finance projects and seek competitive bids on purchases.
  2. Evaluate the safety and comfort of staff and public using the library regarding heat, cooling, ventilation and adequate restrooms.
  3. Supervise cataloging of library materials and management of computer records.
  4. Maintain employee discipline and morale.
  5. Conduct regular staff meetings and personnel evaluations.
- **Physical Demands:** Be able to access all areas of the library building regularly, have adequate vision, have good hearing and be able to lift moderately heavy material.
- **Environmental Conditions:** Inside work, occasionally in close quarters.
- **Math Skill:** Add, subtract, multiply, divide.
- **Language skills:** Able to read rules, regulations, and instructions and be able to communicate well with public and co-workers.
- **Specific Vocational Preparation:** College Degree with some hours of college credit in library science, or 10 years of library experience and the basic 45 contact hours required for State of Iowa Endorsement, and ongoing participation in continuing education workshops locally and statewide. To do this job, you must have the following licenses or certificates before being hired: Have or be working toward state certification at Bronze Level or above for librarians.

- It is understood that these guidelines are not intended to be all-inclusive and are subject to changes as may be from time to time made by the Board of Trustees.
- It shall be the duty of the Library Director to draw up a Position Description for each of the following positions and to make these descriptions available to the Board: Assistant Director, Youth Services Director, and Library Assistants.
- Disclaimer: The intent of this job description is to provide a representative summary of the major duties and responsibilities of the position. Incumbent may be required to perform other job-related tasks other than those specifically presented in this description.

Effective July 1, 1999

Adopted by the Board of Trustees on June 29, 1999;

Amended: February 15, 2000, July 2003, January 2014, May 2016, December 2019, May 2022

Reviewed: January 2006, March 2009;

Scheduled for Review: April 2025