

MEEHAN MEMORIAL LANSING PUBLIC LIBRARY

Job Description

LIBRARY DIRECTOR

General Description

Under the supervision and direction of the Board of Trustees, the Library Director is responsible for all aspects of the operation of the library, including financial, facility, and personnel management. The Library Director is responsible for planning, policies, collections, programs, procedures, budgeting, personnel, and representing the library within the community.

Primary Responsibilities

- **Administration and Board Relations**
 - Act as the library administrator and serve as technical advisor to the Board of Trustees
 - Work with the board to develop and implement library policies
 - Prepare Board of Trustee meeting agendas and necessary reports, and attend board meetings
 - Provide monthly reports to the board regarding the library's progress and future needs
 - Work collaboratively with the board to ensure the library participates in State Library programs
 - Prepare and maintain required reports and statistics, including the state annual report for review and approval by the Board of Trustees
 - Update the board on the status of accreditation activities and ensure that the library's accreditation is maintained
 - Inform and advise the library board regarding local, regional, state, and national developments in the library field.
 - Regularly review building needs and advise the Board of Trustees in its planning for future development.
 - Maintain communication with other area libraries and the library system
- **Leadership**
 - Build strong relationships between the library and the community and promote good will to funding entities
 - Develop positive and collaborative relationships with city and county officials

- Report to elected officials (Lansing City Council and Allamakee County Board of Supervisors) on library programs and activities
- Report on library's progress toward maintaining Tier 3 status every 3 years to meet Iowa Public Library Standards for this accreditation
- Ensure that patron service is courteous, timely, fair and in compliance with library policies and procedures
- Continue education by attending workshops, professional meetings, and trainings to expand knowledge, skills, and abilities
- Maintain confidentiality and discretion regarding sensitive information
- Communicate the library's mission and values.
- **Financial Management**
 - Collaborate with the Board of Trustees to develop an annual budget and oversee expenditures and financial processes
 - Obtain budget information from the City to share with board
 - Manage library operating budget and prepare and submit bills for payment by City
 - Receive and expend library funds according to established guidelines and maintain accurate and up-to-date records showing the status of library finances
 - Provide periodic financial reports to the Board of Trustees
- **Staff Management**
 - Oversee staff including hiring, training, supervision, evaluation, professional development, and disciplinary actions
 - Delegate duties to appropriate staff, offering guidance and support
 - Supervise and oversee staff scheduling
 - Hold staff meetings as needed
 - Promote a collegial environment dedicated to consistent, high-quality service
- **Library Operations & Technical Management**
 - Oversee and assist with daily operation of the library
 - Manage the library's building, grounds, and equipment to ensure a clean, safe, attractive, and functional facility.
 - Ensure compliance with applicable regulations

- Oversee computer systems, assess library technology, and plan for future technological needs of the library
- Review and approve selection of all materials for purchase and develop strategies for building, weeding, and maintaining collection, following library's Collection Policy
- **Programs and Services**
 - Work with library staff to develop and implement library programs that address the various needs of the community and to make the library accessible to all.
 - Conduct ongoing evaluations of existing library programs and services and submit recommendations for improvements to the Board of Trustees
 - Oversee social media engagement

Knowledge, Skills, and Abilities

- Ability to lead and manage a team
- Possess strong decision-making and problem-solving skills
- Ability to deal tactfully and effectively with staff and library patrons
- Ability to communicate effectively with individuals in person, over the telephone, in email, and with the printed word
- Ability to work under stress from deadlines, public contact, and changing priorities and conditions
- Possess strong writing skills and a proven ability to effectively articulate clear and compelling messages
- Must be comfortable using a computer including working with basic software, communication tools, email, graphic design, some IT troubleshooting, and social media
- Ability to use spreadsheets or other electronic tools to maintain financial records of the library, prepare the library budget, and present records or budget to the library board or the city
- Maintain knowledge of current and emerging library technologies and trends

Physical Requirements

- Ability to move and/or lift materials up to 25 pounds
- Ability to stand, walk, bend, kneel, reach, and sit
- Ability to talk and/or hear; use hands to operate equipment and objects; reach materials with hands and arms
- Ability to read printed materials and information on computer screens
- Ability to view a computer monitor and/or operate a keyboard for extended periods of time
- Ability to file books, periodicals, and other materials on designated shelves ranging from 1 to 6/7 feet from floor.

Qualifications and Experience

- Bachelor's degree and two years of library experience; or an equivalent combination of education and experience
- Prior supervisory experience
- Commitment to pursue Library Director Endorsement at Bronze Level as administered by the State Library of Iowa within two years of hire
- Strong technical skills; knowledge of automated library systems, database management, computer networks and security, computer hardware and software
- Available to work any hours the library is open

Required to enroll in IPERS