



DIRECTOR

DEPARTMENT: LIBRARY

REVISION DATE:

February 2018

**BARGAINING UNIT:
MANAGEMENT**

**PAY MATRIX:
SALARIED**

**FLSA CLASS:
EXEMPT**

REPORTS TO: LIBRARY BOARD

DIRECT REPORTS: ASSISTANT LIBRARY DIRECTOR, CIRCULATION LEAD, CHILDREN'S LIBRARIAN, CHILDREN'S PROGRAMMING ASSISTANT, CATALOGING TECHNICIAN, LIBRARY CLERK II, LIBRARY CLERK I, PAGE

POSITION SUMMARY:

Under the direction of the Library Board of Trustees; provides leadership, management, and oversight to all Library functions, including, but not limited to: the collections of materials, the facility, equipment, and services. Advises the Board on policies relating to the operation of the library. Functions as the Board's agent in carrying out contractual and governmental matters. Collaborates with other libraries and library organizations and education providers to ensure the residents are provided with opportunities for learning and personal enrichment.

ESSENTIAL FUNCTIONS:

- **Assists in the formulation of strategic planning goals, policies and procedures that support the Library's mission.**
- **Implements the policies, procedures and goals established by the Library Board of Trustees.**
- **Assists in the formulation of annual goals and objectives that support the Library and meet the community's needs.**
- **Prepares and administers the Library's budget.**
- **Prepares and presents reports to the Library Board of Trustees and City Council as required.**
- **Delegates duties to library personnel.**
- **Directs the selecting, orientation, training, performance management, and discipline of employees in the Library in accordance with Library and City policy.**
- **Assists in the review, mediate and resolve Library personnel issues.**
- **Maintains awareness and involvement in community groups and agencies, networking with other communities and assisting director in local library promotion and lobbying.**
- **Participates in associations, trainings and meetings.**

PERIODIC JOB DUTIES:

- **Monitors physical facility safety and appearance. Coordinates necessary City staff to accomplish maintenance and upgrades as necessary.**
 - **Submits required reports to the State Library of Iowa and monitor accreditation status.**
 - **Orders supplies as needed.**
 - **May perform other duties as assigned.**
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TYPICAL QUALIFICATIONS:

- **Education – Master's degree in Library Science.**

- Experience – At least five (5) years of related work experience in libraries in increasingly responsible positions.

SKILLS:

- Ability to take initiative.
- Ability to work independently with intermittent direct supervision.
- Effective oral and written communication skills.
- Effective interpersonal communication and listening skills including, but not limited to: tact, diplomacy and professionalism when dealing with members of the public and staff.
- Problem-solving, sound judgment and decision-making abilities.
- Ability to establish and maintain effective working relationships with other employees and the general public.
- Maintain confidentiality.
- Ability to perform routine mathematical computations accurately.
- Ability to mediate disputes between subordinates.
- Ability to model leadership skills to promote confidence in decision-making.
- Ability to proficiently use and troubleshoot computers.
- Perform job functions adhering to safety guidelines and policies set for by the administration and/or supervisor.

KNOWLEDGE:

- Knowledge of computerized integrated library systems.
- Knowledge of library administration, management and operations.
- Knowledge of current principles, laws, policies, methods and standard practices pertaining to library management and administration.
- Knowledge of the budgetary process.

WORKING CONDITIONS:

- Ability to lift and carry up to twenty-five (25) pounds.
- Ability to push and pull twenty-five (25) to fifty (50) pounds.
- Long periods of walking and sitting.
- Typically bends, stoops and crouches on a regular basis to perform duties.
- Occupational exposure to blood or other potentially infectious materials.

REQUIRED SPECIAL QUALIFICATIONS:

- Valid Iowa Driver's license
- Appropriate State Library of Iowa certification level.

The City of Altoona retains the authority to change the job duties included in this job description at any time. The list of duties is not exhaustive and various requirements are subject to possible modification as a reasonable accommodation for a qualified individual.