



Merle Hay Road, Johnston, IA 50131 • 515-278-5233 • info@johnstonlibrary.com

Title: Director

Department: Library

FLSA: Exempt

Date: December 2023

Reports To: Board of Trustees

PURPOSE OF POSITION

The Director performs the overall professional and administrative work involved in the management of a public library committed to quality customer service. The Director is responsible for the development and implementation of a comprehensive plan, community relations, human resource management, budget preparation, collection management, and management of day to day operations including facility and equipment maintenance and development. The Director performs related work as required to assure the overall efficient operation of the library.

The Director reports to the five-member appointed Board of Trustees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Develops a strategic plan in conjunction with the Board, civic and community involvement; implements plan through appropriate budget, policy development, collection management and related established procedures; makes periodic reports to the Board; prepares annual report.

Gathers information and prepares reports and presentations as required for outside organizations such as the State Library of Iowa and Polk County Board of Supervisors.

Seeks and secures through various funding sources potential revenues for library services.

Represents library at various community functions in order to promote programs and services and secure desired support throughout the community. Advocates for the library in the community. Develops relationships, such as Johnston Arts Council, Library Foundation and city committees, to broaden awareness of the library. Speaks to various community groups to promote the library.

Performs various human resource management functions to provide and promote a collaborative and motivated work environment including oversight of recruitment, selection, and retention of employees, training, counseling, performance evaluation, staffing, personnel policy formulation and enforcement.

Prepares annual budget and presents to the Board of Trustees for approval; monitors expenditures and attends city meetings to keep abreast of developments which impact library services and programs.



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Supervises the management of the library collections. Analyzes community demographic data, reviews journals and related sources to select appropriate collection materials (books, periodicals, videos, music and related items) for a demographically diverse audience including children, youth, and adults. Evaluates acquisitions, discards, and replacement needs.

Oversees and manages the day to day operations of the facility and staff including cleaning, maintenance and repair work required to maintain essential building and grounds needs and services according to desired standards.

Oversees library marketing efforts both within the library and out in the community. Maintains visibility through the library's website, as well as in print and social media.

Serves as the official Secretary for the Johnston Public Library Foundation, including maintaining official documentation for the organization. Prepares materials for meetings and works closely with Board officers and members.

Participates in local, state, and national professional organizations to strengthen skills, interact with fellow professionals, and contribute to the library profession.

Provide effective leadership to direct reports and the organization; serve as an experienced, visionary leader; link actions back to vision and mission.

Performs related duties as required.

SUPERVISORY RESPONSIBILITIES

Directly supervises and evaluates 4 full-time employees currently and oversees the supervision of 19 FTE full and part-time staff currently.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE

Masters of Library Science degree from an accredited ALA university. Six to eight years of public library experience with three years of administrative, supervisory, and facility management experience required.

KNOWLEDGE, EXPERIENCE, and ABILITY

Knowledge of and the ability to apply the principles and techniques associated with professional library work, and library systems and programs.



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Knowledge of and ability to apply city, state, and federal laws, policies, and regulations which impact activities of the library.

Ability to read, analyze, and interpret complex documents, including financial documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

Ability to define problems, collect data, establish facts, and draw valid conclusions.

Ability to establish and maintain effective working relations with the staff, the public, other employees, other librarians, other governmental agencies, and city officials.

Ability to promote collaborative work culture.

Knowledge of community services and resources.

Knowledge of and ability to utilize computers and software applications as they pertain to library automation systems.

Knowledge of and ability to learn and perform input and retrieval functions using a variety of computer programs for word processing, spreadsheets and databases.

Ability to use independent judgment to perform duties.

Ability to plan and organize a personal work schedule, set priorities, and meet deadlines.

CERTIFICATES, LICENSES, REGISTRATIONS

Masters in Library Science, and the ability to achieve and maintain the Director Endorsement from the State Library of Iowa.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to walk; sit; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.



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ENVIRONMENTAL ADAPTABILITY

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; high, precarious places; outside weather conditions; and risk of electrical shock. The noise level in the work environment is usually moderate.

ACKNOWLEDGEMENT

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at anytime and for any reason, and the Employer has a similar right.

Employee's Signature

Date

Department Head

Date

The City of Johnston is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.