



## Library Director

### Responsibilities

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 reports to the Dubuque County Library District Board of Trustees.

- General Administration and Management/Board Support
  - Prepares for, attends, and participates in, monthly library board meetings. Posts all public documents at branches, on the library website, and sends them to the County for distribution. Provides minutes of the previous meeting, and a monthly summary of library activities in a director's report.
  - Submits monthly invoices for library board review and approval. Provides financial reports to the Board. Monitors monthly revenues and expenses.
  - Formulates and recommends policies to the library board. Implements library policies and procedures.
  - Working with the Board Finance Committee, submits an annual budget draft to the library board for approval.
  - Transmits approved budget to the Dubuque County Budget Director and the Auditor and the councils all District member cities.
  - Prepares and transmits required reports and statistics to the State Library of Iowa including the triennial reaccreditation report.
  - Orients new trustees and serves as a resource for trustee activities.
  - Oversees the maintenance of the library facilities and recommends future space needs.
  - Directs the continuous updating of the staff procedures manual.
  - Processes bi-weekly payroll for submission to the County for payment.
  - Adheres to all policies and procedures established by the County of Dubuque and the contract agreement with Teamsters Local 120 including HR, purchasing, grievances, and financial reports and claims.
- Planning, Organization, and Evaluation
  - Coordinates, and directs the program of library service to meet the immediate and long-range goals of the library and its communities. Broadly oversees the development and maintenance of a high quality, relevant collection of library materials in a variety of formats. Broadly oversees the maintenance of the library catalog, patron database, and associated automated systems.
  - Seeks new library services and evaluates the effectiveness of existing library services to ensure that programs and services are responsive to community needs and/or interests.
  - Prepares an annual report as required by Code of Iowa Section 336 and presents the report to the library board, the Board of Supervisors, and city councils of all District member cities.

- Personnel Management
  - Hires, schedules, supervises, evaluates annually, and terminates staff.
  - Directly supervises and evaluates all full-time and program department staff, and oversees the supervision of part-time clerk employees.
  - Develops and maintains a staff orientation program.
  - Defines in writing the expectations for individual staff performance and sets goals for service and programming. Evaluates staff performance relative to these defined goals.
  - Works to promote high staff morale. Listens and responds to staff concerns. Proactively identifies and resolves problems before they become concerns. Visits each branch at least quarterly.
  - Establishes opportunities for employee training and development, encourages staff input, and encourages staff professional growth by supporting participation in professional associations, workshops, seminars, and activities.
  - Manages union relations, leads negotiations, and maintains positive relationships with the union representatives, ensuring compliance with the contract and the library's policies.
- Community and Professional Development
  - Represents the library and speaks before community, civic, and other groups regarding the objectives, services, and activities of the library.
  - Establishes and maintains effective working relationships with other governmental agencies and officials including the County and five-member cities as well as the other public libraries in the county, civic and community groups, and the general public.
  - Supports and facilitates the work of the Friends of the Library.
  - Attends professional and other meetings to network with other library professionals and library organizations
  - Participates in professional development opportunities to enhance managerial skills and maintains an awareness of new trends and developments in the library field.
- Other duties as required.

### **Education and Experience**

- Master's in Library/Information Science from an ALA-accredited institution, or its international equivalent required. Five years progressively responsible professional librarian experience within a public library, with at least two years of supervisory or department head level experience is strongly preferred.

### **General Requirements**

- Knowledge of theory and objectives of a public library system.
- Ability to communicate effectively, verbally and in writing and to establish and maintain working relationships with employees, board, other agencies, and the public.
- Possession of a valid driver's license and the ability to travel to multiple locations as needed. Access to a personal vehicle may sometimes be necessary.
- Ability to work a variable schedule including evenings and weekends.