

CITY OF IOWA CITY – Job Description

JD No. 33-01

Identification

Position Title: Library Director
Department: Administration
Division: Iowa City Public Library
Immediate Supervisor: Library Board of Trustees

Job Summary

Performs professional level work under the general supervision of a nine-member Library Board of Trustees. Responsible for the planning, development, implementation, and evaluation of all library operations and services. Supervises the administrative team and staff in establishing and directing library policies and procedures. Manages physical facilities, personnel, and financial operations in accordance with Board policies, City administration, and applicable legislation. Serves as liaison to the community, city government, and library leaders and works to establish collaborative relationships. Prepares and administers the annual budget, including capital improvements projects, and works with the Friends Foundation to secure additional funding.

Job Scope

Directly supervises eight administrators who manage a staff of 110. Prepares and administers an annual operating budget of \$6.8 million and capital budgets as needed. Responsible for implementation of the Board approved strategic plan.

Essential Job Duties and Responsibilities

WORKS with the Iowa City Public Library Board of Trustees to formulate and update policies and to develop and implement a strategic plan. ADMINISTERS the policies of the Board.

PREPARES, PROPOSES and ADMINISTERS the annual budget. ESTABLISHES budget priorities with Board approval. DIRECTS the expenditure of library funds and allocation of resources.

OVERSEES the planning and delivery of the library's collections and service programs to all users.

DIRECTLY SUPERVISES eight managers.

SUPERVISES employee performance and evaluation within a union collective bargaining agreement, library personnel policies, work rules, and established practices.

ENTERS INTO contractual arrangements for the Iowa City Public Library as allowed by law and board policy.

ASSISTS the Iowa City Public Library Friends Foundation with fundraising efforts. SERVES on the Friends Foundation board and Executive Committee as a non-voting member.

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ADVOCATES for library initiatives to the City Council and others.

MANAGES the library building and equipment, which may include construction, renovation, and major repairs. ENSURES library facilities are well maintained and meet changing community needs.

WORKS with government and community leaders to increase awareness of the library and COORDINATES programs and services to best serve the community.

PARTICIPATES in community activities, collaborates with community organizations, and REPRESENTS the library in public speaking engagements.

ESTABLISHES and maintains effective working relationships with Iowa City officials, including the City Council and City Manager, and the general public.

SUPERVISES the collection and compilation of data and analytics used to evaluate library services, as needed for city, state and national reports.

PARTICIPATES in local, state, and national professional organizations.

CARRIES out established policies and procedures regarding the safety and security of customers and fellow staff members.

Consistently PRESENTS the Iowa City Public Library and its collections, programs, and services in a positive manner and ADHERES to customer services procedures and guidelines as established by the library.

CONDUCTS self in a manner which PROMOTES and SUPPORTS diversity and inclusivity in the community.

PERFORMS other duties as assigned.

Physical and Environmental Conditions

While performing the duties of this job the employee is regularly required to talk and hear. The employee is frequently required to sit. The employee is occasionally required to stand and walk and to attend various functions and meetings at other sites either within or outside the city. The employee must occasionally lift and/or move up to 10 pounds.

The physical demands and 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.

Minimum Education, Experience and Certification

Requires a Master's degree in library science from an ALA accredited program. Seven years of progressively responsible experience in a library required. Five years of public library administration required. Valid driver's license with satisfactory driving record required. Must reside in the municipal limits of the City of Iowa City. Must pass criminal background check. State of Iowa librarian certification will be required within 60 days of hire.

Preferred Education, Experience, Certification

Experience with budgeting, managing in a union environment, and working with a governing board preferred.

Knowledge, Skills and Abilities

Extensive knowledge of the mission, functions, methods, trends and best practices of a modern public library. Knowledge of financial management and accounting procedures of a public governmental institution. Knowledge of the administration of HR functions in a governmental environment, union collective bargaining environment, and ability to carry out operational processes and procedures of personnel management. Knowledge of public library computer hardware and software systems. Skills in planning, organizing and managing library activities. Interpersonal and leadership skills necessary to work productively and deal tactfully with the public, library employees, local government officials, civic leaders, community group leaders and members of the Library Board of Trustees and the Iowa City Public Library Friends Foundation. Public relations, and fundraising skills. Ability to communicate effectively in both oral and written forms. Ability to assess patron needs and communicate with a diverse public. Ability to develop and present budget and statistical reports. Ability to lead a values-based strategic planning process. Ability to use considerable independent judgement and to manage emergency situations affecting staff, patrons, or property. Ability to work a flexible schedule including some nights and weekends.