

BELLE PLAINE PUBLIC LIBRARY

Library Director - Job Description

Position Title

Library Director – Weekday/Evening/Weekends

Starting Pay Rate

\$12.00-\$15.00/hr depending on qualifications and experience

Nature of Work

The Belle Plaine Public Library is searching for a creative, energetic, and resourceful individual who is committed to customer service and will maintain a library that provides popular, high interest resources to meet the educational, recreational and informational needs of community residents.

Hours

This part time position has approximately 20-30 regularly scheduled hours each week, including evenings and weekends as needed.

Essential Functions of the Job

As the Library Director functions may include, but are not limited to, the following:

- *All duties that apply to the Library Assistant position will apply to the Library Director position, as well as the duties listed here. See the end of this document for Library Assistant duties.*
- Place mail and bills in a file, available to the board at all times.
- Carry on the business of the library such as cataloging, filing, collecting fines, etc. Keep books in readable condition by any needed repair or binding. When in doubt as to repairs, consult board for proper action.
- Manage inter-library loans
- Report at each board meeting either by written report, hours worked, fines collected, number of books checked out and other necessary statistics for the past month.
- Bring to the board any matters that need to be discussed.
- Shall work extra hours as needed with the consent of the board.
- Call the assistant librarian in to work if the press of work becomes too great.
- Plan summer reading programs, Story Time, and other library programming and events for ALL ages of patrons.
- Maintain appropriate appearance and atmosphere of the library.
- Attend and participate in City Council (once monthly) and Chamber of Commerce meetings (when possible) pertaining to library business.
- Bring daily record books and files up to date at close of each day.
- Will be in charge of the work of other staff members and schedule the work hours as needed.
- Responsible for making available to the public the records of meetings, etc. as required.
- Other reasonable duties required for the successful operation of the library as requested by the board.

Knowledge, Skills and Abilities

Knowledge:

- General public library services, organization and function;
- Basic public desk etiquette;
- English usage, spelling, grammar, and punctuation;
- Be comfortable working with and learning more about smart devices, social media sites, Google Drive, Microsoft Office programs, and other current technologies;
- Be comfortable handling the budget, bookkeeping, payroll, financial records and documents for the library;
- Ability to manage, hire and evaluate other library employees with professionalism.

Abilities:

- Must have the ability to work with, and build rapport, with all age groups including young children and teens;
- Ability to perform a variety of duties with minimal supervision;
- Must have the desire and ability to serve the public in a calm and professional manner;
- Prioritize and coordinate several work activities at once when working alone in the library.

Physical Demands:

- Must possess the mobility to work in the library setting which includes the ability to stand, squat, stoop, stretch, lift, carry, shelve and retrieve books and materials (generally not exceeding 50 lbs.) from shelves and storage locations. Must be able to push a book truck weighing up to 100 lbs.;
- Must possess the ability to communicate effectively with the public both in person and over the telephone;
- Finger dexterity is needed to access, enter and retrieve data using a computer keyboard.

Minimum Qualifications

Education:

- a. Requires high school diploma or GED.
- b. College degree preferred.

Experience:

- a. Requires direct customer service work experience.
- b. Prefer two years of direct customer service work experience
- c. Prefer library experience in some format.

NOTE:

This job description describes the nature and level of assignments normally given in this position. It is not an exhaustive list of duties. Employees may be expected to perform additional related duties which are specific to their area that may not be reflected in this description. Position will be open until filled.

Library Assistant Duties:

- Open and close the library including ensuring the building is secure. Prepare the library for daily patron use.
- Greet guests and provide directional assistance;

- Explain library circulation policies and procedures to patrons, and assist them with check out, computer, printer, or other equipment problems;
- Maintain patron privacy and confidentiality according to library policies;
- Issue and maintain patron library cards. Collect fines and fees and maintain accurate records of the same;
- Check materials in and out using a computerized online system. Clear book drop on a regular basis. Assist with holds and requests to purchase materials and inter-library loan requests;
- Shelve library materials when needed;
- Perform reader's advisory assistance to guests using local materials, online resources and other appropriate tools;
- Refer difficult or unusual problems to appropriate Director;
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service;
- Assist with planning and implementation of library events and programs as assigned;
- Perform other related duties as assigned.

Youth Services functions may include, but are not limited to, the following:

- Be passionate about children's literature and help recommend books to kids and their families;
- Be knowledgeable about what today's kids want and be sensitive to their needs;
- Value working with children and appreciate all of their originality.