

Titonka Public Library Part-Time Director

20 hours per week

General Description

The Titonka Public Library Director reports monthly to a Library Board comprised of five Titonka citizens. The director also communicates annually with the Titonka City Council and the Kossuth County Board of Supervisors on relevant library issues such as the annual budget. The director performs all the administrative duties necessary for the functioning of a public library as well as the general day to day responsibilities of a circulation librarian.

Submit cover letter and resume to Damien Strecker, damien@titonka.lib.ia.us, drop off at the library, or mail to PO Box 323 Titonka IA 50480 by **AUGUST 24th**. Interviews will begin the week of the 28th. Training will begin with the current director in September and last approximately a month.

Job Duties and Responsibilities

- Attend public library board meetings once a month and provide detailed reports of expenditures, library usage data, policy recommendations, and goals
- Ensure library remains in good financial standing by following the approved budget and paying bills in a timely manner
- Maintain detailed records
- Assist patrons with library services including checking books in and out, circulation questions, applying for a library card, technology issues, inter-library loan orders, and copier services
- Add to the library collection by making quality purchases
- Process new library materials by adding them to the local and state-wide circulation databases
- Preserve the integrity of the library collection by following board approved policy on overdue materials
- Develop and implement a variety of programming
- Promote programming and activities via local newspapers, radio, and social media
- Hire, supervise, schedule, and review performance of part time staff
- Assist the library board with fundraising initiatives
- Create an annual budget draft for the library in cooperation with the library board and city council
- Troubleshoot technological issues and contract outside support when needed
- Ensure library accreditation by submitting periodic data reports to the State Library of Iowa
- Complete required continuing education training
- Inform city of building maintenance issues and contract private repair services when needed
- Cooperate with the Kossuth County Library Association on county-wide initiatives

Required Qualifications

High School Diploma

Working knowledge of Microsoft Office

Saturday Availability

Must be able to safely: lift twenty pounds, use a step stool

Preferred Qualifications

Associates or Bachelors degree

Two years experience in a library setting

Compensation/Benefits

\$13.00 per hour

Eligible for Iowa Public Employees' Retirement System (IPERS)

Flexible scheduling

20 hours paid vacation annually

40 hours paid vacation after 3 years experience