

Tipton Public Library - Library Director

Tipton Public Library is seeking a dynamic, community focused, and organized individual as Director for our Library which serves the community of Tipton, IA and rural residents in the surrounding county. The Library Director reports to the Library Board of Trustees and collaborates with the City of Tipton.

Salary Range:

\$45 - \$58K based on qualifications

Terms of Employment:

This is a salaried, full-time position, with full benefits including: health/dental/vision insurance, IPERS, paid holidays, sick leave, and vacation benefits. This position reports to and is evaluated by the Library Board.

Job Summary:

This position manages all aspects of the operation of the Public Library as directed by the policies, goals, and objectives adopted by the Library Board of Trustees while overseeing the library staff.

Job Scope:

This position is directly responsible to the Library Board of Trustees for the administration of all Library affairs. Serves as the liaison to all other City, County, State, and Community organizations. Prepares and expends library budget as directed by the Library Board of Trustees.

Job Duties and Responsibilities:

This Director carries out library policy per the direction of the Library Board of Trustees and assists in the orientation of new trustees. They will create and maintain reports and documents related to library issues. Hire, supervise, train, evaluate and terminate Library personnel. Ensure proper collect development practices. Prepare and manage the library budget as directed by the Library Board of Trustees. Make recommendations to the Library Board of Trustees on planning and budgeting issues. Do publicity and promotion for the library. Coordinate library programs with other leisure programs, other city departments and outside organizations such as school districts and various community-based groups. Maintain the high standards of the library through accreditation. Performs additional responsibilities as needed.

Knowledge, Skills, and Abilities:

Must be willing to participate in continuing education programs. Must be skilled in the use of computers; able to plan and implement their use. Must be able to communicate effectively both orally and in writing. Must be aware of current literary trends and issues of library-information policy. Must be able to select materials without personal bias. Must be able to meet and deal with the general public in a pleasant, courteous and professional manner. Must be able to stimulate interest of the public in the resources of the library. Must demonstrate working proficiency in the ability to work with a variety of individuals and groups constructively while appreciating the unique contribution of diverse individuals (i.e. individuals from varied cultures, race, creed, color, national origin, age, sex, disability, sexual orientation, gender identity, and veteran status) is required. Must be able and willing to make presentations before community groups. Must be able to work evenings, weekends, and summers.

Education, Experience, and Certification:

A minimum of one year full-time library experience is required. A Masters Degree in Library Science or equivalent library experience is desired. Experience with computers and associated technology is required. Supervisory and budget preparation experience is greatly desired. Must be endorsed as a Library Director by the State Library of Iowa within two years of hire.

Physical and Environmental Conditions:

Must be able to transport self from building to building and attend various functions of the City and its supporting agencies within or outside of the City. Must be able to lift 25 pounds.