

**Dayton Public Library**  
**Director Job Description**

Adopted: 2004, 2009  
Reviewed: 3/2007, 2/2012  
Amended: 2/2015, 6/2017, 4/2021

The Library Director represents the library in the community and manages all aspects of the day-to-day operations of the library. The director oversees development of all programs and collections, delegating tasks as appropriate. Primary roles include management of staff, budget, collection, programming, and library facilities. The director reports to the Dayton Public Library Board of Trustees.

**ESSENTIAL RESPONSIBILITIES**

Promote and adhere to the library's mission to provide citizens with equal access to information and ideas in order to lead an enriched life through lifelong learning.

Demonstrate pleasant, accommodating personality with focus on service and assisting others.

Maintain Public Library Accreditation through the State Library of Iowa.

Participate in the State Library of Iowa's Interlibrary Loan and Open Access programs.

Work cooperatively with the public, the Board of Trustees, the City of Dayton personnel and council, the Webster County Supervisors, the Webster County Library Association, North Iowa Libraries Collaborating (NILC) consortium that purchases automation system, BRIDGES state-wide consortium that purchases eBooks through OverDrive, IA Shares/Mobius free ILL delivery service, the local school district, the State Library of Iowa, and all other extended collateral contacts and vendors.

Hire, train, and supervise assistants, cleaning personnel, and volunteers.

Recommend policies for board approval and administer policies adopted by the board.

Draft and administer the library budget. Oversee financial operations and adhere to budget. Share budget with City of Dayton by December 1 each year.

Provide monthly financial and statistical reports to the board on library operations.

Submit reports required by the State Library or other agencies, including the Annual Survey.

Serve a leadership role in maintaining a welcoming and safe library environment and serving the needs of a diverse population. Create and maintain an environment that is attractive, inviting, enjoyable, and convenient to use.

Oversee the maintenance and repair of the library building and grounds.

Promote the library and its services through online social media, local resources, newspaper articles, website, and public contact.

Be adept at information retrieval, readers' advisory, and library technology. Assist patrons in the use of print materials, equipment, and technology, such as accessing eBooks, utilizing the printer/scanner/copier, printing using WiFi, navigating MS Office, MS Windows, and locating both digital and print materials.

Select books and other items for purchase, adhering to library budget and collection development policy. Develop the collection in response to overall community needs, perform ongoing weeding, and evaluate donated materials for retention or re-sale.

Ensure that collection development is consistent with principles of intellectual freedom as found in such documents as the U.S. Constitution, the American Library Association Intellectual Freedom Manual, and the Iowa Library Association Intellectual Freedom Resource Guide.

Ensure that patron privacy and confidentiality standards are consistently maintained in accordance with the right to privacy and the Code of Iowa 22.7 (13) Confidential records.

Ability to monitor and intercede in order to follow the library's Conduct Policy and provide a safe, welcoming atmosphere. Ensure the library is a bully-free zone.

Provide creative programming for youth and adults, including but not limited to monthly adult book club, annual summer library program for youth, and annual city-wide Ladies' Night Out.

Conduct fundraising activities on behalf on the library.

Obtain public librarian endorsement through the State Library of Iowa Endorsement Academy (online) within two years of hire. Public librarian continuing education is required in order to maintain the State Library of Iowa's public librarian endorsement.

### **Education and Experience**

- High school graduation and at least three years of progressively responsible experience working with the public is preferred.
- Keyboarding and ability to navigate and maintain computers. Ability to use software, such as MS Office.
- Management experience with a strong knowledge of technology desired.
- Possess excellent communication skills—written, verbal, etc.
- Knowledge of public library services and operation and of library collections preferred.

### **Hours and Schedule**

- Regular library hours are MWF 11 am – 6 pm and Saturdays 9 am – Noon.
- Part-time 24 hours per week plus:
  - Occasional evenings for programs and monthly board meetings.
  - Occasional training (45 hours every three years for director).
  - Occasional Webster County Library Association and other professional meetings.
- Inclement weather policy in place.

### **Other**

- Work includes prolonged sitting, as well as lifting, carrying, reaching, stooping. Excellent communication skills are necessary. Transportation is needed for meetings, running errands, and programming preparation. Mileage is reimbursed at the current City of Dayton rate.