

Richland Public Library
JOB DESCRIPTION FOR THE DIRECTOR

The Library Director will be responsible for the administration and operation of the Richland Public Library and carry out the policies and directives of the Richland Public Library's Board of Trustees.

Job Duties will include:

- Must be able to work a minimum of 20 hours a week including evenings and Saturday.
- Project an image of competence and friendliness to the public.
- Have an understanding of the history and development of library services.
- Know the service goals of the library.
- Be aware of all library policies.
- Be well-trained in the practices and procedures required by the director's position.
- Attend monthly board meetings and present reports as requested.
- Be responsible for the collection development for all materials in the library, including selection, ordering, processing, weeding, and inventory.
- Manage the budget.
- Assist the board with planning and implement board decisions.
- Keep the library's website current.
- Plan library programs.
- Carry out other related duties as assigned by the library board.
- Keep library certification current.
- Stay current with library practices.
- Oversee the maintenance of the library's equipment and the cleaning of the library. The librarian may also hire and oversee cleaning staff.

Educational requirements:

- High School diploma or GED.
- A 2-year degree OR 2 years public library experience is preferred.
- Librarian Certification through the Iowa Certification Program within 2 years of being hired.

Minimum Abilities Required:

- Must enjoy serving the public and be able to communicate with library patrons in a polite and friendly way.
- Must have adequate computer knowledge to assist patrons with using the computers, prepare reports for the library board, update the library's website, and perform basic computer troubleshooting.
- Must be able to lift a minimum of ten (10) pounds.
- Must be able to shelve library materials at all levels of shelving.

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