

## **Library Director Job Opening Elberon Public Library**

*The mission of the Elberon Public Library is to Spark Imagination and Enrich the Lives in the Community We Serve.*

Elberon Public Library ( Tama County, IA) is now accepting applications for the position of Library Director. This is a part-time position (approx. 20 hours per week) that reports directly to the Elberon Public Library Board. Looking for someone who is willing to learn, can self manage, goal oriented and organized. Must be good with people of all ages, technology savvy, good communication skills and able to enthusiastically share and incorporate creative ideas, especially with the Board of Trustees and community involvement. Elberon Public Library needs a responsible person who understands and implements the mission of the library. Stays current with new ideas and trends among libraries. Effective in decision making, gathers information and makes timely decisions. Ability to understand a budget and finances. Shows ingenuity and inventiveness as a proactive problem solver who also understands oral and written instructions. Ability to work cooperatively, communicate effectively and maintain effective relationships to accomplish responsibilities. Maintain high standards of ethics, honesty, and integrity in personal and professional relationships. A person who can supervise building and ground maintenance, repairs, and improvements. A person who can provide patrons with services with a helpful smile. Motivated and shows enthusiasm about incorporating creativity for our growing library and community.

**Experience:** Library Certification/Endorsement is not required to start but will be needed within 2 years of hire. High school diploma is required. Computer experience is required (Working knowledge of current technology, including but not limited to: word, excel, google drive, and social media), and applicants must be willing to keep up with new technology practices. Service work with all ages and demographics. Library service work not required, but similar or relevant experience preferred.

**Job Description:** Under the direction of the Board of Trustees, the Library Director is responsible for leading the long range library planning and policy development, and managing the strategic plan, budgeting, facility, and staff development/evaluation. The Library Director also oversees day-to-day operations including technology, acquisitions, collection development, publicity, and programming, shelving, weeding, cleaning, Patron services, social media posts, and community networking.

**Physical Requirements:** Sitting, standing, walking, climbing, stooping, bending, twisting, and reaching. Talking and hearing when using the telephone or talking to other persons. Lifting and carrying 50 pounds. Typing, writing, filing, sorting, and shelving. Need to be able to drive to meetings outside of the library.

**Mental Requirements:** Communication skills to communicate effectively in both written and oral form including proper grammar and formatting. Effective reading skills to understand information contained in memoranda reports and bulletins. Mathematical skills including basic arithmetic

problems such as addition, subtraction, multiplication, division without the aid of a calculator. Problem solving skills to develop feasible, realistic solutions. Planning and organizational skills to develop long-range plans to solve complex problems or take advantage of opportunities to accomplish goals.

**Equipment Used in the Library:** Computer or tablet, calculator, printer, fax machine, telephone, cricut, 3D printer, book circulation equipment, cameras, building systems including security, heating, air conditioner, and email.

**Salary/ Wage:** TBD upon experience.

Willing to train the right person. Please send letter of application, resume, and three professional references to:

Elberon Public Library

Attn: Board of Trustees

PO Box 114

Elberon, IA 52225

Or email [director@elberon.lib.ia.us](mailto:director@elberon.lib.ia.us)