

Richland Public Library Director's Job Description

Primary Responsibilities:

1. Represent the RPL and the City of Richland in a positive light by providing patrons with friendly, respectful and professional service
2. Be able to work 25 hours per week, including evenings and Saturday mornings
3. Complete the State Library's *New Director's Endorsement Program* within 2 years of hire and maintain knowledge of new developments in the library profession, including technological advances, through professional development opportunities such as classes and workshops
4. Maintain library certification by earning 45 CE credits every 3 years
5. Work with the Library Board of Trustees to develop library policies as well as short- and long-term library goals
6. Prepare regular narrative and statistical reports for the Library Board of Trustees
7. Be present and participate in at least 10 Board meetings per year
8. Work with Keokuk County libraries and meet with them twice a year; meet with the County Supervisors annually
9. Develop print and non-print collections, including selection, organization, maintenance, preservation, withdrawal, and disposal of materials
10. Work within the operating budget
11. Be responsible for the collection and accounting of monies coming into the library including fines, fees, donations and memorials
12. Train and supervise the library's substitutes and volunteers
13. Prepare grant requests as needed
14. Provide reader's advisory to patrons of all ages
15. Help patrons with equipment and technologies by answering questions and offering basic technical assistance including help with using the computers and using Libby (Bridges)
16. Request and loan materials through the Interlibrary Loan program
17. Run the circulation desk by checking books in and out, placing holds, assessing fines and answering patrons' questions about their check out history
18. Provide programming for patrons of all ages
19. Maintaining the RPL's website
20. Oversee the maintenance of the library's equipment and the cleaning of the library
21. Provide books for Pekin Daycare, Pekin Kindergarten and RACCO daycare bimonthly
22. Plan and support the summer reading program and hire and supervise the SRP coordinator
23. Carry out other related duties as assigned by the library board

Required Knowledge, Skills, and Abilities:

1. Strong oral and written communications skills
2. Knowledgeable in the use of computers as well as the ability to perform regular computer updates and troubleshoot computer issues that may arise in the staff and public computers
3. Ability to work independently and organize work for efficient use of time
4. Proficient in using word processing programs and spreadsheets such as Microsoft Word and Excel
5. Ability to understand, interpret and implement library policies, procedures, and rules
6. Ability to keep accurate records
7. Knowledge of Follett Destiny, the library's integrated library management system

Minimum Qualifications:

1. High School diploma or GED
2. A 2-year degree OR 2 years public library experience is preferred
3. Experience working with the public with administrative responsibilities is preferred

Physical Requirements:

1. Ability to move and/or lift materials up to 25 pounds
2. Regularly required to stand, walk, bend, kneel, reach, climb and sit
3. Have the visual and hearing acuity to perform the work
4. Ability to drive to the library as well as to other locations to attend classes and meetings

Compensation:

1. This is a part-time position of 25 hours per week
2. Hourly pay will be \$15- \$17 per hour, depending on experience
3. Benefits include IPERS, paid vacations, sick days and holidays

Approved February 2013. Amended November 2019, May 2022 and January 2025