

## **LIBRARY DIRECTOR - City of Paullina, Iowa**

The Paullina Public Library Board of Trustees is seeking a part-time Library Director who shows enthusiasm and commitment to customer service and demonstrates leadership abilities with a high degree of motivation, initiative, resourcefulness, and integrity. The Library Director is an administrative position that involves responsibility for the management of a public library collection and for the provision of library services to patrons and community organizations and desires to share the love of reading. Duties include policy recommendation, departmental planning, and direction and administration of library activities. The work requires that the employee have thorough knowledge, skill and ability in every phase of the public library field. The director works under the direction of the Paullina Library Board of Trustees and the City of Paullina. A high school diploma or equivalent is required. Preference is given to candidates with further education beyond a high school diploma.

### **Essential Duties & Functions:**

1. Certification – Director will be required to become a State Certified Librarian by completing the Public Library Management courses offered by the State Library, at the expense of the Paullina Public Library, within two years of beginning employment. Maintaining this certification and continuing education are also required.
2. Board Relations - Works with the board to develop and carry out policies, plan and evaluate library services; attends Board of Trustee and Board Committee meetings; plans and schedules Board education and development; works collaboratively to ensure the library participates in State Library programs.
3. Human Resources Management - Oversees staff including hiring, training, supervision, evaluation, professional development, and disciplinary actions; establishes appropriate levels of staffing and allocates resources throughout the library as needed; recruits, trains, and manages library volunteers; promotes a collegial environment dedicated to consistent, high-quality service; oversees building maintenance.
4. Operations & Finance - Assists in the preparation of the annual budget in consultation with the Board of Trustees; manages library budget and financial operations in accordance with responsible financial practices and applicable policies and regulations; prepare a financial statement which will be reported to the Board of Trustees at the regular monthly meeting and also provide a copy to the officials of the local government; provide oversight of library facilities and ensures compliance with applicable regulations and proper safety protocol.
5. Programs & Services - Oversees and assists with the daily operations of the library; reviews, develops, plans, delivers, and maintains library collections, programs, and services to ensure they meet the needs of our community and patrons; creates reports regarding the library's operations and services; makes recommendations for library improvements; uses exemplary customer service skills to respond to and resolve patron questions.
6. Community Engagement - Promote library and programs; cultivate and maintain strong relationships and partnerships within and outside our community to expand the library's presence and reach broader audiences; supports library development through fundraising activities and grant management.
7. Leadership & Culture - Serves as a leader and advocate of the library to the city and county governments and in the county library association; ensures library policies and procedures create a safe environment.
8. Marketing & Communication - Responsible for the development and execution of marketing and communication strategies to promote the library's programs, services, initiatives, and events; seeks community input to evaluate and strengthen library programs and services; maintains the library's website and other communication channels.
9. Performs other duties as assigned by the Board.

Interested candidates should submit a cover letter, resume and three references  
(please specify relationship; no family members) by mail or electronically to:

Paullina Public Library, Box 60, Paullina, IA 51046 or

Paullina Public Library Board of Trustees at [paullinalibrary@gmail.com](mailto:paullinalibrary@gmail.com)

Application deadline is May 1, 2025 with a potential start date of August 1, 2025.

The City of Paullina is an equal opportunity employer.