

ROLFE PUBLIC LIBRARY JOB DESCRIPTIONS

Position Title: Library Director

Reports To: Library Board of Trustees

Supervises: Part-time staff and volunteers

Primary Duties

Board Relations

- Works cooperatively with the Library Board of Trustees; prepares/acquires and distributes various reports at each board meeting (director's report, financial report, library activity reports, etc.)
- Attends library board meetings.
- Makes recommendations to the Board on library policies.
- Prepares annual survey.
- Keeps all records of financial data (petty cash, CDs, staff hours, educational expenses, cash deposits, expenses, and financial gifts).
- Keeps Board informed of library-related news, events, and opportunities.
- Prepares grant applications, carries out grants, and prepares reports upon project completion.
- Prepares and submits required forms.
- Implements procedures.

Staff Management

- Supervises regular library staff.
- Supervises temporary staff.
- Supervises volunteers.

Library Management

- Serves at circulation desk (answers phone, sends/receives faxes, makes copies, files, etc.).
- Registers patrons; maintains an accurate record of patrons.
- Collects and records fines and fees; handles overdue notices.
- Monitors use of patron electronic devices.
- Maintains discipline and enforces policies.
- Assists patrons with questions and offers suggestions.

Collection Management

- Checks library items in and out.
- Reads publications and catalogs to keep abreast of new materials to add to the collection.

- Orders books, movies, and supplies.
- Catalogs and processes library materials (RPL stamps, checkout slip, pocket, label, colored dot, barcode, and cover).
- Maintains the appearance of the collection and ensures systematic weeding of materials.
- Processes Interlibrary Loan requests.
- Keeps circulation records.
- Repairs library materials when appropriate.
- Keeps an up-to-date catalog.
- Shelves and files materials.

Facilities Management

- Supervises the physical upkeep of the property.
- Maintains a neat and attractive library, which may include posters, bulletin boards, displays, furnishings, etc.
- Secures the library upon closing.
- Checks bathrooms.
- Salts and shovels sidewalks when necessary.

Technology Management

- Assists patrons with computers.
- In charge of the library website and social media accounts; update/post to library website and social media accounts.
- Oversees computer and printer maintenance; reviews programs monthly and updates programs as needed.
- Oversees library equipment (laptops, projector, iPads, etc.).

Library Services Management

- Schedules library for outside groups.
- Handles reference requests.
- Handles correspondence.
- Writes library news articles for local paper and website.
- Actively participates in fundraising events of the library.
- Supervises library public relations.
- Attends continuing education classes.

Knowledge, Skills, and Abilities: High school diploma and current public library certification (or completion of the State Library Endorsement Program within two years or less). Additional education and/or previous library work experience preferred. Knowledge of Atrium library automation system a

plus. Skillful with a variety of computer software applications, website design, and social media communication. Excellent oral and written communication skills required. Approachability, friendliness, self-motivation, dependability, and responsibility necessary.

Library Director is required to obtain and maintain public library certification through on-going education.

Physical Environment/Physical Requirements of the Job: Job requires frequent standing, bending, reaching, stooping, kneeling and lifting of up to 20 pounds. Must hold current valid Iowa Driver's license.

This is a part-time position (averaging 20-hours per week). This position is eligible for IPERS, paid holidays, vacation, and sick leave. Bereavement/emergency leave is available unpaid. Salary will be commensurate with education and experience.

The City of Rolfe is an Equal Opportunity Employer.

Position Title: Librarian

Reports To: Library Director

Supervises: Volunteers

Primary Duties

Staff Management

- Supervises volunteers.

Library Management

- Serves at circulation desk (answers phone, sends/receives faxes, makes copies, files, etc.).
- Registers patrons; maintains an accurate record of patrons.
- Collects and records fines; handles overdue notices.
- Monitors use of patron computers.
- Maintains discipline and enforces policies.
- Assists patrons with questions and offers suggestions.

Collection Management

- Checks library items in and out.
- Reads publications and catalogs to keep abreast of new materials to add to the collection.
- Catalogs and processes library materials (RPL stamps, checkout slip, pocket, label, colored dot, barcode, and cover).
- Maintains the appearance of the collection and ensures systematic weeding of materials.
- Processes Interlibrary Loan requests.
- Keeps circulation records.
- Repairs library materials when appropriate.

- Keeps an up-to-date catalog.
- Shelves and files materials.

Facilities Management

- Supervises the physical upkeep of the property.
- Maintains a neat and attractive library, which may include posters, bulletin boards, displays, furnishings, etc.
- Secures the library upon closing.
- Checks bathrooms.
- Salts and shovels sidewalks when necessary.

Technology Management

- Assists patrons with computers.
- Oversees computer and printer maintenance.
- Oversees library equipment (laptops, projector, iPads, etc.).

Library Services Management

- Schedules library for outside groups.
- Handles reference requests.
- Actively participates in fundraising events of the library.

Knowledge, Skills, and Abilities: High school. Additional education and/or previous library work experience preferred. Knowledge of Atrium library automation system a plus. Skillful with a variety of computer software applications, and social media communication. Excellent oral and written communication skills required. Approachability, friendliness, self-motivation, dependability, and responsibility necessary.

Physical Environment/Physical Requirements of the Job: Job requires frequent standing, bending, reaching, stooping, kneeling and lifting of up to 20 pounds. Must hold current valid Iowa Driver's license.

This is a part-time position (averaging 3-hours per week). This position is eligible for IPERS. Holidays, vacation, sick leave, and bereavement/emergency leave is available unpaid. Salary will be commensurate with education and experience.

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Position Title: [Children's Librarian](#)

Reports To: Library Director

Supervises: Volunteers at Children's Events

Primary Duties

- Plans, schedules, publicizes, and performs all children's programming offered by the library.

- Responsible for ensuring that library's website and social media accounts are regularly updated with information regarding children's programming and events.
- Serves as a specialist in our children's collection, and assists patrons in its use.
- Recommends children's materials for library acquisition

Library Management

- Maintains discipline and enforces policies at events for children.
- Assists patrons with questions and offers suggestions.
- Re-shelves, cleans up materials used for children's programs.

Facilities Management

- Maintains a neat and attractive library, which may include posters, displays, furnishings, etc.
- Secures the library upon closing.
- Checks bathrooms.
- Salts and shovels sidewalks when necessary.

Library Services Management

- Handles reference requests regarding children's materials.
- Actively participates in fundraising events of the library.

Knowledge, Skills, and Abilities: High school diploma. Additional education and/or previous library work experience preferred. Able to work well with children. Skillful with a variety of computer software applications, and social media communication. Skillful with a variety of technologies. Effective oral and written communication skills required. Approachability, friendliness, self-motivation, dependability, responsibility, and schedule flexibility necessary.

Physical Environment/Physical Requirements of the Job: Job requires frequent standing, bending, reaching, stooping, kneeling and lifting of up to 20 pounds. Must hold current valid Iowa driver's license.

This is a part-time position (averaging 8 hours per month with more hours in the summer for summer reading program). This position is eligible for IPERS. Holidays, vacation, sick leave, and bereavement/emergency leave are available unpaid. Salary will be commensurate with education and experience.

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