

The Badger Public Library is now hiring a Director. We are looking for an energetic person with a positive attitude towards serving our community! See the following job description for more details. Submit your application along with your resume to badgerlibrary@wccta.net by June 30, 2025.

*The Badger Public Library is an equal opportunity employer.

Library Director Job Description

General Statement of Duties:

Subject to the policies of the Board of Trustees, has administrative charge of the library and is directly responsible for all activities and programs of the Library. This is a part-time (approx. 15 to 20 hours per week) hourly position. This position includes weekend and evening duty and may be required to cover vacation and absences of other library staff.

Job Responsibilities and Examples of Services Performed:

- Responsible for book and periodical selection and purchase.
- Assist patrons in locating material needed within the library and from other libraries.
- Collaborate with staff and Board of Trustees to develop programs that meet community needs such as: Summer Reading Program, Story Time, Christmas Party, etc.
- Prepare and then manage the annual budget.
- Prepare monthly reports for the Board of Trustees and City Council and attend the monthly meetings (including evening hours).
- Maintain all statistics for reporting to the State of Iowa.
- Supervise all library personnel: include hiring/discharging (with approval of the Board) and training all personnel. Conducts annual evaluation of all employees.
- Cooperate as a team member with all library staff in performing any professional or nonprofessional duty essential to the achievement of efficient library operations
- Work towards library accreditation with the State of Iowa.
- Know federal, state, and local laws affecting the library.
- Support intellectual freedom.
- Organize and directs the work of the "Friends of the Badger Public Library," if it is in existence.
- Maintain membership in the Webster County Library Association and represents the library at any county association sponsored event.
- Attend regional workshops and other continuing education programs.
- Foster a culture of excellent customer service and promote good public relations.
- Handle all news articles, social media accounts, flyers, etc., for promoting the library and its programs/services.

- Implement policies approved by the Board. Any situation not covered in such policies shall be at the discretion of the Board.
- Demonstrate proficiency in researching and applying for grants or complete training within one year of employment.
- Trains new members of the Board of Trustees.
- Maintain the appearance of the library, bathrooms and community center.
- Order and maintain an adequate supply of office supplies and equipment.

Qualifications:

Education – Minimum of High School Diploma. Certified librarian (preferred) or must attain certification within two years of employment.

Skills – Must have appropriate computer skills including, but not limited to, Microsoft Office Word and Excel, E-mail, Internet and Web Page applications, Canva, along with the ability to file reports and surveys online.

Other – Must be willing to work and assist the public with a positive attitude and cheerful personality. Must be able to lift/push/pull up to 50 pounds with or without assistance.

Benefits:

IPERS

Paid vacation, sick and bereavement time

Supervise:

Assistant librarian(s)

Other personnel (e.g. housekeeping) if needed and as funds permit

Report to:

Board of Trustees through the President of the Board