

Mount Pleasant Public Library

Job Description: **Library Director**

Qualifications

- Masters degree in Library Science from an accredited-ALA institution
- 2+ years of experience in library management
- Experience and comfort with print and electronic reference, cataloging, and collection development
- Experience with adult and senior programming
- Experience with statistical analysis, financial records, and report writing
- Strong customer service skills
- Ability to work with staff, the library board, and the City of Mount Pleasant

Description

The Library Director is responsible for managing the library. This responsibility includes managing staff, the library budget, and reporting to the Library Board and the City. The library director works closely with two other staff persons who also hold masters degrees at this institution, the reference librarian and the children's librarian.

The Mount Pleasant Library has a tradition of outreach to local retirement homes, and the director orchestrates outreach programs and book deliveries to senior homes. The Mount Pleasant Public Library has recently opened an exciting, new 3,000 square-foot program space.

The library director prepares reports and statistics for the Library Board and the City on a monthly basis. In addition, the library director prepares annual reports for the State of Iowa. The Library Director must maintain certification and meet the State's accreditation standards.

Interested persons may send a cover letter, resume, and the contact information of three references to the email address mpyouthlibrarian@gmail.com.

Pay rate at \$24.00/hr with regular annual increases.

This is an IPERS position with Blue Cross/Blue Shield health insurance provided by the City of Mount Pleasant.