

Library Director (Department Head)

LeClaire Community Library | LeClaire, Iowa
Full-Time | Exempt | Minimum 40 hours/week

Salary Range: \$62,960– \$72,901 *annually*
Plus benefits

Position Summary

The LeClaire Community Library is seeking an experienced, forward-thinking **Library Director** to lead all aspects of library operations. Reporting to the Library Board of Trustees, the Director provides strategic leadership, administrative oversight, and professional direction for library services, staff, finances, facilities, collections, and community engagement.

Key Responsibilities

- Direct and manage all library operations, services, and programs
- Supervise and evaluate library staff and volunteers
- Prepare and administer annual and long-range budgets
- Ensure compliance with Iowa Public Library Standards and maintain accreditation
- Oversee collection development, technology systems, and the ILS
- Develop and promote programming and community outreach
- Serve as advisor to the Library Board, City Administrator, Mayor, and City Council
- Oversee library facilities, equipment, and capital projects

Required Qualifications

- Bachelor's degree from an accredited college or university
- Minimum of two years supervisory experience

- Completion of State Library of Iowa Director Endorsement coursework within two (2) years of hire date for candidates without an MLS, or equivalent.

Preferred Qualifications

- Master's degree in Library Science (MLS), or equivalent, from an ALA accredited institution

Additional Requirements

- Valid driver's license
- Ability to pass post-offer physical and drug/alcohol testing
- Ability to be bonded
- Residency within 30 minutes of City Hall
- Maintain Director Endorsement continuing education requirements

Application & Selection

Selection may include application review, interviews, reference checks, background checks, and job-related testing. Preference may be given to Iowa-certified library directors and qualified City of LeClaire residents.

Apply online at:

<https://www.leclaireiowa.gov/Jobs.aspx?UniqueId=98&From=All&CommunityJobs=False&JobID=Library-Director-17>

or email cover letter, resume, three professional references, to City Administrator Dennis Bockenstedt dennisbockenstedt@leclaire.gov no later than February 4, 2026.

Equal Opportunity Employer