

HUXLEY PUBLIC LIBRARY

LIBRARY DIRECTOR

POSITION SUMMARY

The Library Director serves as the chief administrative officer of the Huxley Public Library and is responsible for the overall leadership, management, operation, and development of library services. The Director works under the direction of the Board of Trustees and collaborates with city officials, school representatives, staff, volunteers, and community organizations to provide high-quality library services and ensure compliance with local, state, and federal requirements.

The Director is a City employee who reports directly to the Library Board of Trustees and is responsible for the effective administration of all library operations, personnel, facilities, finances, collections, technology, programs, and community partnerships.

ABOUT THE HUXLEY PUBLIC LIBRARY

The Huxley Public Library serves the growing community of Huxley, Iowa, located approximately nine miles south of Ames and twenty-five miles north of Des Moines. Huxley is part of the Ballard Community School District and continues to experience steady residential and commercial growth due to its proximity to the Des Moines metropolitan area.

The City of Huxley has a population of 4,951 residents and is currently designated as a Size Code D, Tier 3 library by the State Library of Iowa. The library is expected to transition to Size Code E as the community expands.

The Library is located on the second floor of the Citizens Community Center, a shared municipal facility that houses City offices and is adjacent to the recreation center. Through a contractual partnership with the Ballard Community School District, the Library also provides services to the middle school, which is connected to the Community Center.

The Library is supported by a dedicated staff consisting of a full-time Library Director, a three-quarter-time Program Coordinator, and five part-time employees. The Library Board of Trustees is committed to providing responsive, innovative, and welcoming library services that support lifelong learning, literacy, recreation, and community engagement.

The Huxley Public Library offers traditional and digital collections, programming for all ages, outreach services, technology access, and community partnerships that enrich the quality of life for residents of Huxley and the surrounding area.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Administration and Governance

- Implement policies established by the Library Board of Trustees.
- Serve as the Ballard Middle School Librarian and liaison with school administration and staff.
- Work with the Board to develop, review, and recommend library policies and procedures.
- Ensure compliance with applicable local, state, and federal laws and regulations.
- Prepare reports required by the Library Board, City, State Library of Iowa, and other agencies.
- Attend and participate in all regular and special meetings of the Library Board.
- Prepare Board meeting agendas and supporting materials in accordance with Iowa Open Meetings requirements.
- Serve as a professional resource and advisor to the Board.
- Develop and implement long-range and strategic plans in collaboration with the Board.
- Demonstrate sound judgment, initiative, and problem-solving skills in addressing operational, personnel, and community service challenges.

Personnel Management

- Recruit, hire, train, supervise, mentor, and evaluate library employees and volunteers.
- Develop and maintain job descriptions, work schedules, and staff assignments.
- Foster a positive, collaborative, and inclusive work environment.
- Ensure compliance with City personnel policies and applicable employment regulations.
- Support professional development and continuing education opportunities for staff.

Financial Management

- Prepare and administer the annual library budget.
- Monitor revenues and expenditures and provide regular financial updates to the Board.
- Review and approve invoices, claims, and expenditures for library operations.
- Verify employee timesheets and submit payroll documentation as required by City procedures.
- Seek, apply for, administer, and report on grants and other funding opportunities.
- Manage gifts, donations, and other supplemental funding sources in accordance with Board policy.

Library Services and Collections

- Plan, develop, implement, and evaluate library services, programs, and resources for all ages.
- Provide reference, reader's advisory, and customer service assistance to library users.
- Evaluate community needs and recommend improvements to services and programs.

- Select, maintain, and deselect library materials in accordance with established collection development policies.
- Certified Passport Acceptance Agent; training is free and needs renewed annually
- Notary and maintain a notary commission
- Maintain awareness of current trends, resources, and best practices in public librarianship.
- Oversee library technology systems, equipment, and digital services.
- Recommend purchases, upgrades, maintenance, and improvements related to technology and library operations.

Community Relations and Outreach

- Promote library services, programs, and resources through a variety of communication channels.
- Develop partnerships with community organizations, educational institutions, local government, and businesses.
- Represent the library at community meetings, events, and professional gatherings.
- Coordinate publicity efforts, including social media, website content, displays, and promotional materials.
- Serve as liaison to the Friends of the Huxley Public Library and other support organizations.
- Advocate for the library and its role in serving community needs.

Facilities and Operations

- Oversee the safe, efficient, and effective operation of library facilities.
- Monitor building conditions and coordinate maintenance needs with appropriate City staff.
- Recommend capital improvements and facility enhancements.
- Ensure a safe and welcoming environment for patrons, staff, and volunteers.
- Perform public service and operational duties as needed to ensure effective library service.

KNOWLEDGE, SKILLS, AND ABILITIES

The successful candidate should demonstrate the ability to:

- Apply professional public library principles, practices, and ethics.
- Understand community needs and develop responsive services.
- Communicate effectively with patrons, staff, elected officials, community organizations, and the public both verbally and in writing.

- Establish and maintain effective working relationships with staff, community members, city officials, and school representatives.
 - Interpret policies, regulations, procedures, and legal requirements.
 - Prepare reports, correspondence, policies, procedures, and planning documents.
 - Analyze problems and implement effective solutions.
 - Utilize library technologies, integrated library systems, office software, and emerging technologies.
 - Maintain accurate records and statistical data.
 - Manage multiple priorities and projects effectively.
 - Demonstrate proficiency with Microsoft Office and other software platforms necessary for library operations.
-

MINIMUM QUALIFICATIONS

- Bachelor's degree from an accredited college or university or an equivalent combination of education and experience.
 - Demonstrated leadership, supervisory, administrative, or management experience.
 - Ability to obtain and maintain State Library of Iowa Director Endorsement within two years of hire.
 - Valid Iowa driver's license or ability to obtain one.
-

PREFERRED QUALIFICATIONS

- Public library experience.
 - Experience supervising staff and volunteers.
 - Experience developing and managing budgets.
 - Experience working with governing boards.
 - Experience with grant writing and grant administration.
 - Experience with community engagement, marketing, and public relations.
 - The Director is expected to actively participate in community events and maintain visibility within the Ballard School District.
-

PHYSICAL REQUIREMENTS

The employee must be able to:

- Frequently use computers, office equipment, and library technology.

- Occasionally lift, carry, push, or move materials weighing up to 50 pounds.
- Bend, stoop, reach, kneel, and perform repetitive motions associated with library work.
- Communicate effectively with staff, patrons, and community members.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position.

WORKING CONDITIONS

- After the probationary period of 6 months, an evaluation shall be completed to determine extension of employment to permanent status and allow the use of benefits.
 - Position requires a flexible schedule including occasional evenings and weekends.
 - Travel for meetings, training, conferences, and professional development may be required.
 - Employment is subject to applicable City employment policies and procedures.
 - The candidate must pass a drug test and background check.
-

COMPENSATION AND BENEFITS

Salary Range: **\$55,000-\$70,000** dependent on experience and qualifications

Benefits include:

- IPERS participation
- Health insurance
- Vacation leave
- Paid holidays
- Disability coverage
- Flexible Spending Account (FSA)
- Professional development assistance
- Other benefits provided by City policy

Please email resume, cover letter, and references to libraryboardhuxley@gmail.com. Deadline to apply is August 5th.

EOE/AA. Veteran's Preference.