



Accepting applications for:

Director of the West Liberty Public Library

Application deadline: Friday, November 22, 2019

More information at www.wlpl.org/jobs

One permanent full time position available

Salary range: \$40-50k annually.

The Board of Trustees of the West Liberty Public Library seeks a community-minded, organized and enthusiastic individual for the position of Library Director.

The West Liberty Public Library is a municipal public library that serves the 3,700 residents of the City of West Liberty. It is housed in a historic Carnegie building within a diverse and charming community located 15 miles southeast of Iowa City, Iowa, 20 miles northwest of Muscatine, Iowa, and 40 miles west of Davenport, Iowa. The town boasts a ranked school system, many public parks, a swimming pool, a walking trail, a historic movie theater, and many restaurants and retail experiences that reflect the community's diversity.

An ideal candidate will be a welcoming person with strong interpersonal skills, demonstrated ability for effective public engagement and a passion for the importance of libraries in our communities.

Job Summary

Working closely with our supportive Board of Trustees, the Library Director develops policies, engages in long-term planning, creates public relations materials, develops and manages the budget, curates the collections, supervises staff and volunteers, oversees the physical building and grounds, and stays informed of developments in library management.

Desired Skills:

- Experience with funds management procedures and budgeting
- Experience with State of Iowa Library standards of excellence in library service
- Excellent writing skills, including demonstrated ability to initiate, write and administer grant applications
- Knowledge of current library management practices and ability to manage library collections and programs to meet the evolving needs of the community.
- Ability to identify, catalog, and organize the library materials and acquisitions.

- Understanding of general building maintenance tasks and ability to work with contractors and other building maintenance professionals
- Ability to help patrons answer research and technology questions and to ensure that technology and publically available resources in the library are up to date
- Fundraising experience and the ability to provide guidance and expertise to the board to improve fundraising efforts
- Human resource management skills, including hiring, coordinating staff schedules, and performing staff evaluations

Minimum Qualifications

Spanish/English languages preferred

A minimum of 3 years relevant experience with 2 years in management preferred.

A minimum of a Bachelor's degree with demonstrated ability in library administration or MLS from an accredited education organization.

Work authorization:

- United States

The position is based on a 40-hour work week, with nights and weekends as needed. Salary range is \$40-50k with compensation based on education and experience. The City of West Liberty offers a competitive benefits package administered by Human Resources.

Review of applications will begin immediately and continue until the job is filled.

To apply: Send a cover letter including salary requirements, resume and three references to:

West Liberty Public Library
Library Director Position
400 North Spencer Street
West Liberty, IA, 52776

Or email: wllibrary@wlpl.org

Job Type: Full-time

Salary: \$40,000-50,000

It is the policy of the West Liberty Public Library to afford equal employment opportunities for all employees and potential employees.