**Position Descriptions**:

1. **Director**
2. **Requirements:**
3. Is or will become certified at Level I within 2 years of hire (will pass Public Library Management 1 and 2 offered by the State Library of Iowa).
4. Ability to accept responsibility
5. Willingness to learn new skills and adapt to change
6. Broad general education, including reading in a variety of areas
7. Works efficiently
8. Physical ability to perform the duties of the job, including shelving books, and carrying books or heavy boxes.
9. **General duties:**
10. Plans and organizes library activities
11. Determines reader and community interests and develops the library resources accordingly
12. Performs readers’ advisory and reference services
13. Performs circulation work including checking materials out and in, registering patrons, and shelving and maintaining the collection
14. Coordinates the recruitment, selection and training of other library staff
15. Supervises and/or performs the selection, ordering, cataloging, and classification of library materials
16. Administers the budget and library expenditures
17. Administers the policies established by the Board of Trustees
18. Reports monthly to the Board of Trustees
19. Seeks out educational opportunities to maintain certification
20. Prepares displays and maintains a pleasant library environment
21. Keeps records of circulation, library use, cash transactions, reference work, etc. as required
22. Runs and maintains audiovisual equipment and computers
23. Contacts patrons regularly to request return of overdue materials
24. Organizes and/or assists with children’s’ story hours and Summer Reading Programs
25. Helps keep library, restroom and foyer clean
26. Orders and stocks supplies
27. **Librarian Assistant**
28. **Requirements**
29. Ability to represent the library to the public professionally
30. Interest in reading and other library-related activities
31. Ability to accept responsibility and supervision
32. General knowledge of keyboarding and computer use
33. Willingness to learn new skills and adapt to change
34. Physical ability to perform the duties of the job, including shelving books, and carrying books or heavy boxes
35. **General Duties**
36. Works under the supervision of the director
37. Performs circulation work including checking materials out and in, registering patrons, and shelving and maintaining the collection
38. Prepares new materials for circulation
39. Runs audio-visual equipment and computers
40. Assists director with general library procedures
41. Organizes and/or assists with children’s story hours and Summer Reading Programs
42. Assists with preparation of displays, etc.
43. Consults with Director on a regular basis
44. Produces quarterly newsletter