

Ames Public Library Policy
Section: Administration
Subject: Director's General Job Duties

Board of Trustees
Approved: 4/97
Reviewed: 2/03, 1/05, 1/08,
12/10
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12/10, 3/15

Policy

The Director's general job duties are as follows:

- **Manage the Library's buildings, grounds and equipment in order to maintain a clean, safe, attractive and functional public institution.**
 - * *Provide for custodial care of the Library building and grounds on a regular basis.*
 - * *Provide for the regular maintenance and licensing of the building's mechanical systems.*
 - * *Establish emergency procedures and provide staff training for the safety of the public, staff, and capital assets.*
 - * *Investigate and resolve problems with the Library facility in a timely manner.*
- **Manage the library's collections so that the public may benefit from a developed body of materials that exhibits the depth, timeliness, diversity and means of access necessary to meet user interests.**
 - * *Assist and supervise the various collection managers in the development and maintenance of their collections*
 - * *Provide for the accurate, timely, economical, and useful acquisition, cataloging and classification of the collection.*
 - * *Provide guides to the collections and instruction in use of the library as appropriate.*
- **Plan and manage the library's expenditures and revenues.**
 - * *Submit an annual budget requisition for trustee consideration in preparation for submission to the city.*
 - * *Supervise expenditures and revenues on an ongoing basis, recommend budget amendments as necessary, and provide a summary annual report of the year's financial transactions.*
 - * *Work with the trustees in obtaining gifts, grants, and other non-tax revenues for the furtherance of library activities.*
- **Provide public programs and services to enhance community use of the library's resources.**
 - * *Identify, report, and suggest solutions for any problems and successes in currently offered library services.*
 - * *Identify, report, and suggest means of implementation for services not currently offered that would benefit the community.*

- **Favorably represent the Library and its interests in interactions with the community, other governmental entities and the library community.**
 - * *Provide an ongoing public relations program for the community to show how the library's services and collections may be utilized.*
 - * *Work with community organizations whenever practical and possible, to achieve mutually beneficial ends.*
 - * *Know and maintain working relations with representatives of county, regional, and state government.*
 - * *Work cooperatively with the City of Ames organization to ensure that the library functions successfully as a city department.*
 - * *Maintain a working relationship with regional and state library agencies.*
 - * *Maintain membership in, actively participate in, and attend meetings of county, state, and national professional organizations.*
 - * *Meet and work with the Ames Public Library Friends Foundation to advise and assist the Friends Foundation in the attainment of its goals.*

- **Manage the library's human resources, providing for efficient, courteous public service as well as the professional growth and effective supervision of library personnel.**
 - * *Plan and implement training and/or continuing education for staff of all classifications and trustees as the budget allows.*
 - * *Oversee the recruitment, selection, evaluation and setting of salary levels for all staff on an ongoing as well as annual basis.*
 - * *Utilize community volunteers on an ongoing basis.*
 - * *Monitor staffing levels, scheduling, employee morale, and classification allocations on an ongoing basis.*

- **Provide for the general administration of the library as chief agent of the board of trustees.**
 - * *Act as technical advisor to the board, recommending needed policies for trustee consideration and appropriate use of innovative methods of service delivery.*
 - * *Report the use of library services, collections, and facilities on both a monthly and an annual basis.*
 - * *Carry out the policies of the board of trustees.*
 - * *Present board policies for trustee review and consideration on a pre-determined review cycle.*
 - * *Report significant problems and successes encountered in the course of general library operations.*
 - * *Lead the development of the library's long range plan goals and objectives.*
 - * *Carry out the elements of the library's long range plan.*

- **Implement the requirements of the Iowa Public Record Law, Code of Iowa, Chapter 22.**