



Director's General Job Duties Policy

Section: Administration

Approved: 1/16/1997

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Under the administrative direction of the Ames Public Library Board of Trustees and in cooperation with city officials, plans, directs, and coordinates all Library fiscal, operational and personnel activities to achieve the Library mission, goals, and objectives within the context of community need and priorities. Performs related work as required.

Examples of duties:

Provide for the general administration of the library as chief agent of the Board of Trustees.

- Provide information, alternatives and recommendations regarding policy and service issues to the Library Board and implement Board decisions.
- Develop protocol and procedures for Library operations, services, and programs.
- Develop and implement methods to measure community needs and Library effectiveness.
- Develop and implement short and long-term strategic plans.

Plan, direct, coordinate, and assure the efficiency and effectiveness of all Library operations, facilities, services, collections, and programs.

- Manage the Library's buildings, grounds, and equipment to maintain a clean, safe, attractive, and functional public institution.
- Establish emergency procedures and provide staff training for the safety of the public, staff, and capital assets.
- Assist and supervise staff in the development and maintenance of Library collections in accordance with the Library's Collections policy.
- Provide public programs and services to enhance community use of the Library's resources.

Plan and manage Library expenditures and revenues.

- Direct the preparation, presentation, and administration of the Library budget and capital improvement plan.
- Direct the application for grants and county, state, and federal funds to enhance Library programs.
- Ensure proper and efficient use of all Library funds.
- Serve as an ex-officio director and administration support for the board of the Ames Public Library Friends Foundation.
- Advocate for the Library's interests with governmental agencies at the county, state, and federal level.
- Ensure compliance with federal, state, and local laws and regulations.

Represent the Library with the community, other governmental entities, and professional library organizations.

- Provide an ongoing public relations program to demonstrate how the Library's services and collections may be utilized.
- Collaborate with community organizations when practical and possible to achieve mutually beneficial endings.
- Establish and maintain effective working relations with other governmental agencies, civic and community groups, and the general public.
- Responds to public inquiries and complaints.
- Represent the Library in professional organizations and on local boards and committees.
- Represents the Library in interactions with City administration, including active participation as a member of the City Manager's Executive Leadership Team; prepare and present reports to the City Manager and City Council.
- Promote the City's Excellence Through People values.
- Submit the State annual report and maintain the Library's state accreditation.

Manage the Library's human resources, providing for efficient, courteous public service as well as the professional growth and effective supervision of library personnel.

- Develop Library staff into a strong team through communication, leadership, mentoring and staff development opportunities.
- Direct selection, training, performance review, and discipline of Library employees
- Support an ongoing community volunteer program.
- Monitor staffing levels, scheduling, employee morale.

Implement the requirements of the Iowa Public Record Law, *Code of Iowa*, [Chapter 22](#).

References

[City of Ames Library Director Job Description](#)

[Ames Public Library Collections Policy](#)

Code of Iowa, [Chapter 22](#).