

The Burt Public Library is hiring a Library Director

This is a part time, permanent position. The candidate will train with the current director for a few months then take over as director in October.

Job duties include but are not limited to:

- Compliance with all laws associated with open meetings and open records.
- Preparing meeting agendas and issuing public notices of meetings, compile monthly reports, and prepare packets for board meetings.
- Conduct records in accordance with state laws, record retention laws, and library procedure.
- Prepare annual budget, prepare bills according to accounting practices and policies.
- Prepare reports throughout the year for the Board, city, and/or state.
- Oversee, train, schedule, and perform annual performance reviews for library employees.
- Purchase all items to serve library needs. Maintain proper records.
- Customer service: see to needs of library guests, answer reference questions, answer telephone and email and reply promptly. Handle complaints.
- Keep library clean and attractive, budget for improvements and future needs.
- Budget, plan, and implement all programming.
- Completing the State Library Director Endorsement program and maintaining endorsement.

Minimum Education, Experience, and Certification

High School diploma required. Proficiency with Microsoft Office is essential. Ability to supervise and train employees. Ability to work without direct supervision, input, or assistance. This job does include moderate lifting and bending.

Knowledge, Skills, and Abilities

- Excellent written and verbal communication skills are required, including knowledge of grammar, spelling, punctuation, formatting, and clerical operations;
- Ability to use a wide range of electronic, media, and office equipment and the ability to troubleshoot and solve problems when they occur.
- Ability to use a variety of computer software products for word processing, spreadsheet, data base functions, graphic design, automation and online systems.
- Skills in mathematical calculations, budgets, and accounting practices;
- Ability to work independently with little supervision.
- Ability to learn and know the difference between confidential information and open public records.
- Creativeness in programing and graphic design.

Send resume to librarydirector@burtiowa.com .