



CITY OF CLEAR LAKE, IOWA

Assistant Library Director

Department	Library	Classification:	Non-exempt
Location:	Clear Lake Public Library 200 N 4 th St Clear Lake, Iowa 50428	Travel Required:	n/a
Salary:	\$20-\$23 an hour. Benefits include health and life insurance, IPERS pension, vacation, sick, holiday pay.	Position Type:	Full-time
To Apply: Cover Letter, Resume, and Three References			
Date Posted:	August 4, 2022	Applications Due:	No later than noon CST Aug 19, 2022
Applications Accepted By:			
Fax or Email: aruggles@cityofclearlake.org		Mail: Aaron Ruggles Clear Lake Public Library 200 N 4 th Street Clear Lake, Iowa 50428	
Job Description			
Summary/Objective The Clear Lake Public Library is seeking an Assistant Director. Under general supervision of the Director, the Assistant Director assists the Director in management of entire library to ensure excellent customer service through effective staffing; programming; facility maintenance and improvements; marketing; technical services; cataloging; workplace safety and security; and short/long-range planning. The City of Clear Lake is a community of approximately 8,000 residents located on Interstate 35. Clear Lake is the 3 rd largest natural body of water in Iowa at almost 3,700 acres and is a terrific boating, sailing, fishing, and recreational amenity. It is also utilized in the winter for ice fishing and kite flying. Clear Lake is home to the venerable Surf Ballroom and hosts numerous concerts throughout the year. The Community is widely known for its vibrant social activities and numerous festivals and events that draw hundreds of thousands of people throughout the year. It is an outstanding place to live, work, and raise a family.			

Duties and Responsibility:

- Supports Intellectual Freedom – the right of every individual to both seek and receive information from all points of view without restriction.
- Directs the development and maintenance of the public library collection of books, periodicals, records, audiobooks, digital library services, library of things, and DVDs.
- Regularly meets with Director in reviewing and implementing library policies, directives, services, procedures, and to exchange information; provides upward evaluation information to Director.
- Assists with recruiting; helps orient and train employees.
- Assists the development, repair and maintenance of the library building.
- Responsible for creating community partnerships with local organizations, schools, and other businesses.
- Makes presentations to community groups to explain library programs and services.
- Assists compiling reports of Accreditation and the End-of-the-Year survey for the State Library of Iowa.
- Assumes responsibility for library operations, including but not limited to, duty at the adult and children's circulation desk, telephoning reserves, handling special projects, use of the copy and fax machine, or assisting with programming for all ages.
- Welcomes patrons to the library, answers reader advisory, directional and informational questions about the library; referring other questions to the appropriate staff member.
- Assists patrons with typical library procedures such as checking materials in and out, shelving and retrieving materials from the bookdrop and sorting of carts.
- Regularly reads and responds to library and customer e-mail and other communication in a timely manner.
- Ability to appropriately handle confidential and sensitive information, with discretion and trust.
- Maintains reliable attendance
- Performs related work as required.

Training and Experience Requirements

Education: Graduation from High School or equivalent G.E.D.

Preferred Education : Bachelor's degree.

Licensing Requirements: Must attain Director endorsement from the State Library of Iowa within three years of employment.

Preferred Skills & Abilities

- Knowledge of public library practices, management and supervisory techniques, scheduling, collection development, and technology applications.
- Excellent computer and Internet skills. Including e-mail, word processing, and applying for jobs online.
- Proven management skills that foster teamwork, effective communication, innovation and engaged staff.
- Ability to assist patrons in their searches including retrieving and re-shelving all types of materials.
- Ability to read, understand and follow oral and written instructions and make decisions with established guidelines, policies and procedures.
- Ability to be creative, flexible and to prioritize tasks.

- Ability to work with a minimum level of supervision and regularly take personal initiative to execute work responsibilities.
- Ability to create, plan, and execute innovative, engaging programs.
- Ability to periodically attend events and trainings.
- Must be able to work nights and weekends and be flexible to switch shifts when necessary.
- Must be able to work during the Summer Reading Program (June & July) and during other peak time for the library.

Physical Demands

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequently required to sit and use a computer for extended periods and operate standard office equipment.
- Frequently required to lift and move up to (50) pounds; moving boxes of books, and setting up tables and chairs for programs.
- Perform repeated reaching, bending, and squatting.
- Occasionally required to climb a step stool or ladder.