

Library Director – Moravia Public Library

Position Overview

The Moravia Public Library is seeking an engaged, community-focused leader to serve as our next Library Director. This is an exciting opportunity to oversee all day-to-day operations of a vital community resource and help shape its continued growth and impact.

The Library Director is a part-time City of Moravia employee which includes IPERS benefits. The Director manages all daily activities within the library and is responsible for the overall administration, operations, and community engagement of the Moravia Public Library. The Director works closely with the Library Board and City leadership to ensure high-quality service, strong programming, and compliance with state requirements. The Library Director is a part-time City of Moravia employee, working approximately 28 hours per week. This position includes IPERS benefits and offers a starting pay of \$16.00 - \$17.50 per hour.

Key Responsibilities

- Manage and oversee all day-to-day library operations
- Maintain library inventory, assets, and equipment
- Provide welcoming and knowledgeable assistance to patrons
- Develop, promote, and oversee community programs and events
- Support the continued growth and visibility of the library
- Prepare and submit required reports and records to the Library Board, City Council, and State Library as required by law
- Maintain and update the library's website and digital presence
- Ensure compliance with State Library of Iowa standards

Qualifications

- Minimum age of 18
- High School Diploma or GED required
- Ability to obtain the State Library of Iowa Director Endorsement within two years of hire (support and resources provided at no cost)
- Strong communication and interpersonal skills
- Ability to work effectively with the public and individuals of all ages
- Proficient in Windows Operating System, Microsoft Office, general office technology, and printers
- Knowledge of standard office procedures and professional phone etiquette
- Must be available to work Saturdays as part of current library schedule

We are seeking someone who is organized, self-motivated, adaptable, and passionate about serving the community. The ideal candidate enjoys working with people, promoting literacy, and learning, and helping a small-town library thrive. The library is currently open Monday, Wednesday, Thursday and Saturday. An application and complete job description is available at the Moravia Public Library, by request through the library's Facebook page, or at Moravia City Hall. Resumes and completed applications may be submitted at those same locations. Equal Opportunity Employer, M/V/F/D