The Board of Directors of the **Council Bluffs Public Library** in Council Bluffs, Iowa, is seeking its next Library Director, an accomplished leader who will continue the Library’s long tradition of serving the community. The Council Bluffs Public Library is a department of the City of Council Bluffs where it receives its operating funds. There is also a 501(c)3 Foundation for the library with a carefully managed endowment whose sole purpose is to support the library by funding projects that are over and above the standard operating budget, as well as a Friends of the Library 501(c)3 group that supports the library through book sales and memberships.

In keeping with the mission of the Council Bluffs Public Library, the Library Director is responsible for developing and supporting all efforts necessary to maintain a public library, responsive to the community’s needs for information, education, and recreation. Working closely with the Board of Trustees, the Library Director develops library policies, monitors library services, develops and manages the budget, creates public relations materials, supervises staff and volunteers, oversees the physical plant, and stays informed of developments in library management. In addition, the Library Director serves as a member ex officio of the Board of Trustees to insure a consistent flow of communication.

**The Library**

The 65,000 sq. ft. library was built in 1998. The library has meeting rooms for public use, a very active children’s department with on-going activities, a state-of-the-art teen department for ages 11-18, and a technology department with advanced equipment available to the public. The library is opened 68 hours per week. The Library has a $3M operating budget and a staff of approximately 20 FTE. Council Bluffs, with a population of 62,000, is the county seat of Pottawattamie County, Iowa. The city is the most populous in Southwest Iowa, and is a primary city of the Omaha-Council Bluffs Metropolitan Area. It is located on the east bank of the Missouri River, across from the city of Omaha, Nebraska.

**Requirements, Qualifications, Duties and Responsibilities**

- A progressive forward-thinking leader with innovative and creative solutions
- Experience in community-building and developing partnerships with external stakeholders
- Executive level organizational leadership and direction to ensure optimal operations
- Knowledge of latest technology available and necessary to optimize the Library’s offerings
- Experience in fiscal oversight, budgeting and long-range strategic planning
- Experience in management of professional and para professional staff
- Knowledge of the principles and practices of public library functions.
- Thorough ability in oral and written communications.
- Thorough ability to establish and maintain effective working relationships with superiors, subordinates, associates, officials of other agencies, and the general public.
• Ability to represent the library on regional and state committees and serves as the City’s authority on library issues.
• Performs related work as required.
• Master’s Degree in Library Science from an accredited college or university plus five years of progressively responsible library administration experience including at least three years in a supervisory capacity.

Compensation

Exempt position with a salary range of $95K - $104K

*This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities that comprise this position. The City of Council Bluffs is an Equal Opportunity employer.*

Interested candidates should respond to Library Board Search Committee at ckeithleyplnr1@gmail.com with a cover letter, resume, and three references. Deadline for applications is September 15, 2020.