

LIBRARY DIRECTOR

Join Our Team at the Ames Public Library



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Library Director

The City of Ames, Iowa is seeking a values-driven individual to serve as Library Director. This position is appointed by the Ames Public Library Board of Trustees. Applications will be accepted continuously until the position is filled, with the first review of applications held Monday, February 11, 2019.

Under the direction of the Library Board, the Library Director plans, directs, and coordinates all aspects of the Ames Public Library. The Library Director contributes on an organization-wide basis as a member of the City Manager's Executive Leadership Team, and promotes Excellence Through People (ETP), the City's employee-developed organizational philosophy in leading all activities of the Ames Public Library.

Specific departmental responsibilities include the following:

- Develop Library staff as a strong team through leadership, mentoring, and providing staff development opportunities;

- Direct all Library operations, facilities, collections, and programs; provides information and alternatives regarding policy and service issues to the Library Board.

Ames Public Library

Ames Public Library: We connect you to the world of ideas.

The Ames Public Library was established in 1903. Through a series of expansions and renovations, most recently in 2014, the Ames Public Library now occupies a 78,992 square-foot facility in Downtown Ames. Additionally, the Library offers mobile service through a Bookmobile. The Library is a gathering space for community organizations and hosts a rich variety of educational seminars, children's activities, and research.

A nine-member Board of Trustees supervises the Library Director and oversees the adoption of Library policies, and a Library Friends Foundation manages grants and gifts to the Library. The Library's FY 2018/19 budget is \$4.7 million and includes 83 full- and part-time staff members. The Library also benefits from the assistance of over 500 individual volunteers each year.



Bookmobile interior



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Our Library

The Ames Public Library provides services to approximately 66,000 Ames residents, plus others from area communities.

In FY 2017/18, the Library provided services to **508,918** total visitors, including:

- 1,235,457 total circulation
- 2,661 programs for youth, teens & adults
- 11,814 meeting room uses



At left, Smyles, mascot of the Library's kids outreach program.



Above, the Library's dedicated teen space.

Our Library Director

The Library Director is specifically charged to:

- Plan, direct, coordinate, and assure the efficiency and effectiveness of all Library operations, facilities, services, collections and programs
- 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
- Develops and implements short and long term strategic plans
- Prepare and present reports to the City Manager and City Council.
- Establish and maintain effective working relationships with other governmental agencies, civic and community groups and the general public
- Act as liaison with a variety of local, regional and statewide organizations to develop collaborative relationships and promote the goals and objectives of the Library
- Make public presentations and respond to public inquiries and complaints
- Represent the Library in professional organizations and on local boards and committees
- Direct the selection, training, performance review and discipline of Library employees
- Direct the preparation, presentation, and administration of the Library budget and Capital Improvement Plan, and Ensure proper and efficient use of all Library funds
- Direct the application for grants and county, state and federal funds to enhance Library programs
- 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 and ensure compliance with federal, state and local laws and regulations



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Education & Experience

- Masters of Library Science degree from a graduate school accredited by the American Library Association required.
- Must have seven years of increasingly responsible experience in public library management, including three years at the senior staff or management level.

Licenses & Certificates

Public Library Certification by the State Library of Iowa.

Residency & Relocation

It is strongly preferred that the Library Director relocate to within Ames city limits. The Library Board will offer relocation assistance contingent upon permanent residency within Ames.

Compensation and Benefits Package

The salary range is \$95,769 to \$148,646 with annual performance-based merit increases. Hiring salary will be commensurate with qualifications and experience.

The compensation package includes these benefits:

- Paid vacation
- Ten paid holidays annually
- Personal and family sick leave
- Comprehensive health care and dental coverage; 90% employer contribution toward single or family health and dental coverage
- Term life insurance
- Optional deferred compensation retirement plan
- Pre-tax flexible medical spending
- Educational assistance
- Outstanding Health Promotions program
- Professional development opportunities

At left, the Library foyer and Literary Grounds, the Library's used bookstore. Photo by Don Wong.

Essential Attributes for the Library Director:

To be a successful leader of the Ames Public Library and to provide a clear vision for the future, the next Library Director must:

Involve staff in decision-making, yet trust staff to implement the decision. Must be an effective communicator who listens to staff and the public about their ideas, and then explains clearly what is to be done.

Be personable, approachable, reliable, and available to staff and the public. The Director must be aware of what is happening in the Library and spend time outside the office to interact with staff and customers.

Have interests in the activities taking place beyond the Library's doors. Be able to connect with community members from diverse backgrounds, and ensure all are welcome at the Library. Be committed to the community and see the Library's place in it. Form relationships with community partners, and advocate for the Library, its values, and those it serves.

Emphasize inclusivity. Set a welcoming tone. Seek to identify barriers to the use of the Library and serve those who are under-served in the community. Keep up with trends and support innovation in a thoughtful manner. Be willing to change and innovate. Recognize the excellent programming and activities that already take place in the Library.

Develop a constructive relationship with the Board of Trustees, Friends Foundation, and other City staff. Be open to alternatives to late fees. Explore different methods to deliver technology solutions. Maintain the “newness” of the Library. Support books.

Value the expertise and experience of staff. Understand the roles of those in different areas of the Library. Mentor staff. Care about, trust, and respect staff at all levels of the organization, and promote their continuing education and professional development. Observe and ask questions, and work hands-on without micromanaging. Respect staff's work-life balance.

Be experienced in various areas of Library operations. Have a background in technology. Have a vision for the future of the Library. Be an empathetic listener. Foster a safe environment.



Library staff at the main circulation desk.

Excellence Through People (ETP)

As City of Ames employees, when we bring our 13 values to life each day, we will provide our citizens with exceptional service at the best price AND employees will experience an enjoyable and stimulating work environment from which personal and professional growth can occur.

ETP values include: committing to continuous improvement, inspiring creativity and innovation, being customer driven, making data-driven decisions, championing employee involvement, striving for excellence, promoting fiscal stewardship, acting with honesty and integrity, exhibiting leadership, choosing a positive attitude, respecting one another, promoting safety and wellness, and cultivating teamwork.



The Library's dedicated children's area.

Meeting Challenges with Innovative Solutions

The City of Ames has a rich tradition of meeting its challenges with innovative solutions. Some examples of this creativity include:

- The first municipally owned waste-to-energy plant in the country.
- A jointly constructed ice arena between the City and ISU.
- A joint funding process with the United Way, Story County, and ISU's student government providing to support Ames human services agencies.
- A shared Sustainability Coordinator between the City and ISU.
- A partnership with ISU to purchase sustainable wind power.
- A shared Business Coordinator between Ames Economic Development Commission and the City of Ames.
- A public transit system that carries more than 5.8 million riders and is uniquely funded through a three-way partnership between the City of Ames, Iowa State University (ISU), and the ISU student body government.

The individual selected for this position will have an opportunity to add to this heritage of creativity.



The Campanile, on the Iowa State University campus

Community Background

Ames is located in Story County and was established in 1864. The city is located 35 miles north of Des Moines, the state capitol. Ames is the eighth largest city in Iowa with a 2017 population estimate of more than 66,000 people and covers an area of nearly 25 square miles. As home to Iowa State University, Ames residents enjoy access to sporting events, cultural offerings, speakers and educational opportunities, and entertainment typically hosted by much larger communities.

Our growing city enjoys a vibrant economy with a low unemployment rate. Close to half of those employed work in the government sector, including Iowa State University, the Iowa Department of Transportation, and the National Centers for Animal Health.

Ames residents have a rich history of encouraging innovative and forward-thinking ideas. Our community values creativity and innovation. For those who want the charms and convenience of a small town with the opportunities and amenities that come from a major university, Ames provides an intelligent, progressive option. Our citizens believe in creating a city and a region where everyone has opportunities to discover and thrive.

Ames, Iowa, is the Smart Choice!



K-12 Public Education

Ames has a strong tradition of quality public education. The Ames Community School District consists of five elementary schools, one early childhood center, one middle school, and one high school. All five elementary schools have been rebuilt or remodeled in the past five years, and Ames High School will be completely reconstructed in 2019. National and state achievement test scores show Ames students perform at a high level of proficiency. Nearly one-third of Ames High students maintain a grade point of 3.5 or higher. Ames typically produces the greatest number of National Merit Scholars in Iowa. The Ames schools attract and retain top-quality staff, and half of all teachers have master's degrees. In addition to the Ames Community School District, two smaller school districts serve the city.

Arts and Entertainment

Ames is home to a variety of arts, cultural, and recreational opportunities, ranging from the University Museums to The Octagon Center for the Arts in the historic downtown area, and is also a regular stop on the international entertainment circuit. The Iowa State Center regularly features leading rock, pop, country, folk, and classical performances and popular Broadway shows.

Forward-Thinking

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The Bookmobile's exterior was designed by children's book illustrator Derek Anderson

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Higher Education

Iowa State University and its 36,000 students bring an exceptional vitality and attractiveness to the community. Iowa State University has an outstanding academic reputation and one of the most beautiful campuses in the nation. Its park-like setting covers 2,000 acres and includes more than 150 buildings, some of which are on the National Register of Historic Places. ISU students study various curricula within eight colleges. The University is a member of the Big XII athletic conference and regularly hosts collegiate athletic contests and regional and national sporting events.



Ames - Among America's Best

Ames has been recognized nationally for offering residents a great place to live, work, raise a family, and go to school. Ames is also a great place to have fun. There are a variety of recreational opportunities including more than 1,200 acres of parks, 50 miles of bike and pedestrian trails, an outdoor aquatic center, golf courses, cultural festivals and celebrations, and many entertainment opportunities.

Ames consistently garners national recognition for its favorable economy, business climate, cost of living and sense of community. Whether you're looking to come to Ames to attend school, start your career, start a family or retire, you'll find the following accolades impressive.

- Top 5 Small Metro Areas for Retirees to Age Successfully (Investopedia, 2018)
- The Most Fitness Friendly Places of 2018 (SmartAsset, 2017)
- Best Public High School in the State (24/7 Wall St., 2017)
- Ames named Technology Community of the Year (Technology Association of Iowa, 2017)
- Top 5 Small Metro Areas for Successful Aging (NCOA, 2017)
- Top 3 Cities Where Job Growth is Happening (NationalSwell, 2017)
- Home of the Best School District in Iowa (Business Insider, 2017)
- Best School District in the State (Niche, 2017)
- The 25 Best Cities for Entrepreneurs (No. 8, Entrepreneur Magazine, 2017)
- Best Places to Live 2016 (Money, 2016)
- Best Small Cities for New Grads (Online Degrees, 2016)
- Most Charitable Cities (The Beacon, 2016)
- Top 10 College Towns to Live In (No. 9, SmartAsset, 2016)
- The Top 10 Cities for Career Opportunities in 2016 (SmartAsset, 2016)

A speaker at the Talk RACE program hosted at the Library



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Thank you for your interest in this key position with the City of Ames!
The City of Ames is proud to be an Equal Opportunity, Affirmative Action Employer.
We welcome applications from women, minorities, and persons with disabilities.

Contact Information

*Applications are due by **5 p.m. on Monday, February 11, 2019.***

To apply, please go to www.CityOfAmes.org/Jobs

For additional information, please go to www.AmesPublicLibrary.org/Director

Internet Links to other Ames Sites

www.AmesPublicLibrary.org - Ames Public Library

www.CityOfAmes.org - City of Ames

www.ameschamber.com - Ames Chamber of Commerce

www.visitames.com - Convention and Visitors Bureau

www.ames.k12.ia.us - Ames Community Schools

www.iastate.edu - Iowa State University



Adult services. Photo by Don Wong.