Now Hiring: Library Director

Mediapolis Public Library | Mediapolis, Iowa
The Mediapolis Public Library is seeking a motivated, community-minded Library Director to lead library operations, develop engaging programs and services, and help the library continue to serve as a welcoming resource for the community. This is an opportunity for an organized, creative, and service-oriented professional who enjoys building relationships, supporting lifelong learning, and connecting people with information, resources, and opportunities.

Position Details

- **Position:** Library Director
- **Location:** Mediapolis, Iowa
- **Employment:** Full-time, compensation negotiable based on qualifications & experience
- **Benefits:** Benefits package available
- **Reports to:** Board of Trustees

Key Responsibilities

- Oversee daily library operations, budgeting, recordkeeping, and administrative functions.
- Supervise, train, and support library staff and volunteers.
- Develop and manage library collections, resources, and technology.
- Plan and deliver programs, special events, and educational opportunities for all ages.
- Identify community needs and develop services, partnerships, and outreach initiatives.
- Pursue grant funding and manage awarded funds.
- Promote library services through the website, social media, marketing, and community engagement.
- Collaborate with the Board of Trustees, Friends of the Library, town officials, and community partners.
- Coordinate facility and equipment maintenance.
- Stay informed about developments and best practices in public library service.

Qualifications and Skills

The successful candidate will demonstrate:

- Strong organizational, leadership, and communication skills.
- A commitment to excellent customer service and community-centered programming.
- The ability to manage budgets, prioritize responsibilities, and work independently.
- The ability to build positive relationships with staff, volunteers, community partners, and the public.
- Proficiency with computers, office applications, digital resources, and social media.
- Strong problem-solving skills and the ability to adapt to changing community needs.
- An interest in continued professional learning and the development of library services.
- Knowledge of library operations, collection development, and public library services is desirable.

Preferred Qualifications

- Bachelor's degree in library science, education, literacy studies, reading education, or closely related field, or relevant job experience.
- Experience working with kids or other educational programming.
- Director Endorsement certification from the State Library of Iowa or ability to obtain within 2 years of hire.

This position involves a combination of public service, administrative work, advocacy, programming, and community engagement. The Director must be able to move library materials weighing up to 25 pounds, work flexible hours as needed, and travel to meetings and professional activities.

How to Apply
Interested candidates should submit a resume and cover letter to:
jaredschmidgall@gmail.com

Application Deadline: November 14, 2026
For questions about the position, call 319-394-3895

The Mediapolis Public Library welcomes applicants who are passionate about public service, community engagement, and helping libraries make a meaningful difference in people's lives.