

## **Solon Public Library – Library Director (January 28, 2026)**

Solon Public Library is seeking a passionate, organized and creative individual as Director for our Library which serves the community of Solon, IA and rural residents in the surrounding county. The Library Director reports to the Library Board of Trustees and collaborates with City of Solon Administration.

### **Salary range:**

\$55,000 - \$75,000 based on qualifications.

### **Basic outline of scheduling:**

This is a salaried, full-time position, with full benefits including: health/dental/vision insurance, IPERS, paid holidays, sick leave, and vacation benefits. This position reports to and is evaluated by the Library Board.

**General Statement of Duties:** This position requires administrative, supervisory, and professional abilities requiring adherence to library standards, as well as adhering to standards of accuracy, timeliness, tact, and confidentiality. The Library Director will be an advocate for the Library through regular interactions with the Solon City Council, Johnson County Board of Supervisors, the Johnson County Librarians, and other local community groups. The Library Director may have a varying work schedule including some evenings and weekends. This position requires some travel for meetings and workshops. It requires a customer service oriented librarian to direct all programs, activities, and personnel at the library to provide city and county residents with library materials and services to meet their needs. The Library Director manages and maintains the library facility.

**Knowledge:** Must have considerable knowledge of general library practices and procedures; cataloging, reference, research, and bibliographic tools and techniques. Must be comfortable with technology services. Must strive to know the people of the Solon community and Johnson County; their occupations, culture, lifestyles and interests.

**Managerial skills:** Must be able to develop clear and appropriate objectives, plans and procedures in response to program directives. Must be able to evaluate staff performance and library services for optimal effectiveness. Must maintain records and submit required reports.

**Financial skills:** Must have the ability to present budgetary and financial information in an organized and understandable manner. Must have the capacity to monitor financial accounts, identify expenditure patterns and take or recommend corrective action, as needed.

**Interpersonal skills:** Must have the capacity to understand and be sensitive to the needs of individuals. Must interact with others in ways which strengthen and build good feelings.

**Communication skills:** Must be able to write effectively in a clear, concise manner with appropriate style, format, organization and grammar. Must be able to speak and listen effectively in one-to-one and group situations.

### **Summary of duties:**

- Organizes and directs all library activities.
- Oversees the collection management.
- Hires, supervises, and evaluates all library employees.
- Helps to prepare, justify and follows the budget approved by the Library Board.
- Submit Annual Survey and 3-year Accreditation & Tier 3 Status Application to the State Library.
- Maintains up to date technology for staff and public use.
- Helps to create and implement library policies.
- Adheres to City Employee Handbook and Policies.

- Attends all Library Board meetings, Friends of the Library and the Library Foundation.
- Promotes and lobbies for library service locally and statewide.
- Communicates regularly with the Solon City Council and the Johnson County Board of Supervisors.
- Travels to professional meetings and workshops as needed to maintain current library certification.
- Responsible for arranging maintenance and repairs to the Library building, grounds and equipment along with city facilities director.
- Recommends to the Library Board the purchase of capital outlay items and projects for future growth.

The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this job. They are not intended to be an all-inclusive list of responsibilities, duties and skills required of personnel so classified in this position.

**Desired knowledge, skills and abilities:**

- A Masters of Library Science Degree and four years of public library experience including management of staff.
- Must enjoy working with the public.
- Willingness to read all types of literature on a regular basis and stays current with authors and series to provide readers advisory to patrons.
- Skill and knowledge to operate a computer and applicable software, including integrated library systems, email, Microsoft products, Google applications and calendar.

**Physical demands and working conditions:**

- Sitting and working at a computer for periods of time.
- Visual acuity to read computer screen as well as titles and spine labels of books on shelves.
- Dexterity for keyboarding.
- Reaching above the head, bending, kneeling or crouching to reach high and low objects.
- Walking to assist patrons.
- Lifting up to 25 pounds of library materials, chairs, etc.; pushing, pulling tables, etc.
- Handling, manipulating library materials, fingering book pages, forms, etc.
- Storage is in the basement and involves trips up and down the stairway.
- A driver's license is helpful.

**How to Apply:**

1. Complete the City of Solon Employment Application Form
  - Paper copies are available at Solon Public Library or Solon City Hall
  - A PDF copy which can be completed online is available on the Solon Public Library website: <https://www.solon.lib.ia.us/about/employment-opportunities>
  - A PDF copy that can be printed and completed is available on the Solon City website: <https://solon-iowa.com/Jobs.aspx>
2. Send completed application form, resume, and cover letter to Sandy Lawrence, President Library Board of Trustees at [solonlibrarytrustees@gmail.com](mailto:solonlibrarytrustees@gmail.com)

**Application deadline is February 19, 2026.**

This interview process will be subject to the State of Iowa's Open Meetings Law ([Chapter 21 of the Iowa Code](#))

If a closed session interview is requested, it must meet the standard in [Iowa Code 21.5](#) section 1.i.

Please provide a formal signed request for a closed session interview with application materials.

This request will not affect the consideration of the application by the Library Board Interview Committee.

This institution is an Equal Opportunity Employer.