Job Announcement

Library Director
Nora Springs Public Library
Nora Springs, Iowa

SALARY: This position is part-time, normally up to 36 hours/week, including some Saturdays, Sundays, and evenings. Salary will be commensurate with education, experience and budget, with a potential salary increase upon successful completion of 6 month probationary period. Benefits include IPERS, prorated sick leave, prorated vacation, and prorated holiday leave.

Description: Perform all phases of routine daily library business. Work under the supervision of the Nora Springs Library Board of Trustees.

Duties: Examples of various types of work performed include, but are not limited to: act as technical advisor to the Library Board of Trustees, supervise and evaluate library employees, carry out the policies of the library, suggest and carry out plans for extending the services for the library, prepare reports on statistics, circulation, finances and other matters, maintain active program for public relations, prepare and manage annual budget, know local and state library laws, select and order materials, attend Library Board of Trustee meetings, affiliate with state and national professional organizations, acquire State Library of Iowa Director certification within two years of hire date and maintain certification, report regularly to the Library Board of Trustees, local government and to the general public.

Qualifications: High School diploma or equivalent. Previous library experience is a plus; relevant experience may be considered. Must obtain State Library of Iowa Director Certification within two years of hire date and maintain certification

Application Procedure:
To be considered for employment, individual must submit an official City of Nora Springs Job Application Form to: Library Board of Trustees, Nora Springs Public Library, 45 N. Hawkeye, PO Box 337, Nora Springs, Iowa 50458. The City of Nora Springs is an Equal Opportunity Employer.

Please stop at the Nora Springs Public Library to pick up an application form.

Applications must be received by 5 pm on November 20, 2026