

# **JOB OPENING**

## **Hedrick Public Library Director**

**Responsibilities/Job Description/Duties:** The Library Director is responsible for maintaining operations in the Hedrick Public Library such as opening library card accounts, checking in and out materials for circulation, assisting patrons with finding materials, shelving materials, ordering materials, preparation of annual report, assisting with grant applications and keeping general order of the library.

**Administrative Duties:** The director will communicate with the Library Board of Trustees of any issues that need brought to the board's attention.

**Schedule:** This position will consist of 21.5 hours a week. Most shifts are currently M-F 1pm-6pm but are subject to change at the direction of the board of trustees.

**Compensation:** The pay will be \$10 an hour with the ability to be raised after passing training requirements.

The library director will be a paid employee of the city of Hedrick. Pay checks are distributed every Friday unless this occurs on a holiday or if it becomes necessary for staffing purposes to run them on an earlier day.

There is IPERS coverage with this position. There is no health insurance coverage.

There are 13 paid holidays. This position does not offer paid sick or vacation time.

**Employment Termination:** Employment with the City of Hedrick is based on mutual consent. Both you and the City have the right to terminate the employment relationship at will, with or without cause, at any time. If you choose to leave employment voluntarily, we request that you give at least a two-week notice.

**Application Process:** The link below leads to an application which can be submitted at city hall in Hedrick or emailed to [hcyclerk@outlook.com](mailto:hcyclerk@outlook.com) Any resumes or cover letters are welcome in addition to the application. Application deadline is close of business on Friday, October 17, 2025.

[https://www.hedrickiowa.com/documents/374/Employment\\_application.pdf](https://www.hedrickiowa.com/documents/374/Employment_application.pdf)