PUBLIC LIBRARY DIRECTOR
East Baton Rouge Parish Library System
Baton Rouge, Louisiana

The East Baton Rouge Parish Library System is seeking an experienced and dynamic director with demonstrated leadership skills and professionalism, relevant library experience, excellent communication skills, and the vision and talent to take the system to the next level of excellence to better serve the community.

The East Baton Rouge Parish Library System, nationally recognized as one of the top library systems in the nation, provides public library service for the City of Baton Rouge and the Parish of East Baton Rouge. Serving a population of more than 436,265 in the metropolitan area, the system consists of a Main Library and 12 branches, plus one under design and two under construction, including a new Main library. The library has a collection of 1.8 million items, and a staff allotment of 543 (379 FTE), and an annual circulation of 2.3 million. The library is funded by a ten-year 11.1 mill property tax that generates an estimated $38 million annually for the operation and maintenance of the existing system as well as a pay-as-you-go capital improvements program. The tax is to be renewed in 2015.

As Louisiana's Capital City, greater Baton Rouge is the largest city in Louisiana. With both a vibrant urban environment downtown and small, friendly neighborhoods surrounding its core, Baton Rouge is a great place for both families and singles to live, work, and play. It is the home of Louisiana State University, Southern University, Baton Rouge Community College, a thriving medical community, a booming film and television industry, and an internationally-known biomedical research complex. Located on the Mississippi River, the city has a temperate climate and is in the heart of an historically rich and diverse area with access to a wide variety of cultural and sporting opportunities.

QUALIFICATIONS - An ALA-accredited MLS or MLIS degree and five years of supervisory management and financial experience as a Director and/or Assistant Director in a medium to large library system; and certification by the Louisiana Board of Library Examiners. (Legislation has been introduced to allow a new director appointee one year in which to acquire this certification.) The ideal candidate should have demonstrated high standards of professional and personal ethical conduct, have excellent communication skills, possess the ability to work effectively with the Library Board, city administrators and staff, have experience in planning and constructing libraries, and provide visionary leadership that is grounded in the realities of proven public library service and budget constraints.

The Director is expected to provide a leadership role within the library, the community, and the library profession. The Director serves as the official representative of the library.

Further Qualifications

- Thorough knowledge of the philosophy and techniques of all facets of public library service.
- Ability to think analytically and to develop new services.
- Ability to exercise initiative and good judgment.
- Considerable knowledge of computers and data communications especially in regards to library applications.
- Ability to prepare comprehensive reports and present ideas clearly and concisely in written and oral form.
- Highly developed verbal and written communication skills, social skills, and adaptability.
- Ability to make administrative decisions, develop policies and supervise staff.
- Strong interpersonal skills consisting of creative and diplomatic management abilities.
- Demonstrated dynamic motivational leadership skills.
- Ability to process information effectively to learn new materials, handle complex concepts, and consider issues macrocosmically.
- Ability to establish and maintain effective working relationships with associates, supervisors, volunteers, other community agencies, governmental bodies and the general public.
- Visionary regarding library trends & the impact of changing information technology.
- A desire to meet and serve the public.
- Familiar with social media and other forms of internet promotion and public relations.

MAJOR RESPONSIBILITIES - Under the direction of the Library Board of Control, the Director is the chief administrator of the library system and has oversight responsibility for operating and maintaining the existing system, including financial management, management of library personnel, and for planning and managing the construction of new libraries. The Director must provide visionary leadership for the creation, development, and implementation of innovative service and cutting edge technology, develop effective and positive working relationships with city and community leaders, as well as build a constructive relationship with members of the media.

Areas of Responsibility and General Duties:

1. General Administration and Management

- Works constructively with the Board of Control; formulates and recommends policies to the board.
- Implements library policies and procedures.
- Submits an annual budget to the library board in a timely way and directs and monitors expenditures.

- Provides monthly financial planning data to the library board to assist in establishing long and short-term financial priorities; provides monthly system updates to the board.
- Looks for new revenue sources, collaborations with other organizations, and profit-centered approaches to services with the business community.
- Orients new trustees and serves as a resource for trustee activities.
- Employs management techniques effectively in directing, planning, organizing, staffing, coordinating, budgeting, and evaluating the library's operation.
- Directs the maintenance of library buildings and grounds and recommends future space needs.
- Establishes and maintains a staff manual of library procedures.
- Demonstrates leadership within the organization: Takes initiative, solves problems, effects change through the action of others, and encourages the development of other staff through a positive work environment.
- The library director provides a climate that encourages development of innovative programs and projects.
- Plays a leading role in tax elections, bond issues, and other funding initiatives; seeks innovative ways to fund capital improvements; recommends detailed budgets to the Board and/or its appropriate committees.
- Develops long-range objectives and plans, initiates implementation of Board-adopted goals; heavily involved in capital programs (including land acquisitions, construction, and renovation).
- Responsible for resolution of inquiries and/or complaints.
- Acts as secretary of the Board of Control; responsible for implementation of policies and decisions.
- Maintains a good working relationship with the State Library of Louisiana.
- Maintains absolute confidentiality of library records and administrative matters; in all other areas, the director practices transparent accounting to the public.

2. Planning, Organization, and Evaluation

- Plans, organizes, coordinates, and directs a balanced program of library service to meet the immediate and long-range goals of the library and the community.
- Identifies and promotes the standards of excellence for all operations.
- Continually evaluates the effectiveness of library services in relation to the changing needs of the community and adjusts accordingly.
- Provides for critical review of internal library operations such as acquisitions, circulation, etc.
- Analyzes data affecting the library's operation such as legal, physical, and statistical factors.
- Investigates new trends and specific library programs and facilitates testing of new techniques, materials, technology, and equipment to improve the operation of the library.

3. Personnel Management

- Develops staff job descriptions, recommends and administers personnel policies.
- Hires, evaluates, promotes and terminates staff (except when library board consultation is required).
- Defines expectations for staff performance and sets goals for service and programming.
- Works to promote high staff morale.
- Supervises planning for optimum utilization of personnel.
- Provides in-service programs for employee training and development, encouraging staff input.
- Encourages staff professional growth at all levels by supporting participation in professional associations, workshops, seminars, and activities.
- Ensures that staff performance appraisals are done on a regular schedule.
- Acts as a consultant, mediator, and facilitator for staff.

4. Community and Professional Development

- Recommends and administers public relations programs; identifies and pursues public relations opportunities that engender good will toward and promotion of the East Baton Rouge Parish Library.
- Represents the library and speaks before community, civic, and other groups regarding the objectives and activities of the library.
- Establishes and maintains effective working relationships with other governmental agencies, civic and community groups, and the general public.
- Serves as official representative of the library in actions that legally bind or politically influence the library.
- Serves as a model to staff in the sense of professionalism, demonstrating strong professional and personal ethics and keeping informed through professional literature.
- Attends professional and other meetings to maintain contact with other professional and library-related agencies.
- Participates in professional development opportunities to enhance managerial skills and maintains an awareness of new trends and developments in the library field.
- The library director is a member of the Louisiana Library Association and participates in LLA, as well as in local, regional and national library association activities.

5. Other duties as required

COMPENSATION – Competitive starting salary above $100,000 (commensurate with qualifications and experience) with an attractive benefits package.

Applications in the form of a cover letter and résumé should be e-mailed as *Word* or PDF attachments to **DanBradbury@GossageSager.com**. For additional information contact:

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Position Closes – July 15, 2012

A criminal background check, credit check, and drug screening are part of the pre-hire process. An Equal Opportunity Employer, we do not discriminate on the basis of race, religion, color, sex, age, national origin or non-job related disability.