Library Director
Exempt
14-ADM-3

SUMMARY: With oversight by the Board of Control, this individual has responsibility for administration of entire system. Work includes developing and monitoring budget resources, planning and implementing overall library goals and objectives and oversight of staff and services. Additionally, this position requires the ability to identify and focus on future needs of the library and to make plans and preparations to meet those needs. This is an exempt position. Performs related and other work as required.

REQUIRED TRAINING AND EXPERIENCE
1. Attainment of B.A. or B.S. from an accredited university/college;
2. Attainment of graduate degree in Library and/or Information Science from an ALA-accredited university;
3. At least seven years of full-time professional (position requiring MLS) experience which reflects increasing responsibility, including at least four years in administrative capacity (e.g. director of medium-sized library system or assistant/associate director of a large library system). Must have certification by the Louisiana Board of Library Examiners or be able to attain certification within the first year of employment. If assigned a library vehicle to drive on a regular basis, must have good driving record with no DWI violations within the past five years and no other moving violations within past year.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS
- Experience planning, organizing, directing and conducting the administrative and management functions of a Library.
- Experience in organizations where collaborative management concepts and strong customer service prevail.
- Experience with culture change.
- Experience with long-range planning.
- Demonstrated initiative, awareness and vision in developing library services and experience in evaluating new services and technologies.
- Comprehensive knowledge of patrons’ needs and library services to meet those needs.
- Demonstrated skills in problem solving, management, budgeting and fundraising.
- Demonstrated skills in advocacy, government relations, staff and board development.
- Demonstrated skills for negotiation and effective conflict resolution.
- Demonstrated excellence in communication, including written, verbal, listening and public presentation skills.
- Demonstrated experience working effectively with an economically and ethically diverse staff and community.
• Demonstrated skill in business software applications, including but not limited to work processing, spreadsheet, database, and presentation software; ability to learn software programs and applications used by the City of Shreveport and the Library.

• Ability to establish and maintain effective working relationships with a diverse group of trustees, City and Parish officials, staff, vendors and citizens throughout the Parish and outside of the organization.

• Ability to learn, understand and apply federal and state statutes and financial requirements, City ordinances, rules, regulations, and procedures.

• Ability to articulate complex issues in a manner understandable by lay persons.

• Ability to read, understand and interpret statutes, rules, regulations, ordinances, policies and procedures, journals, newspapers, memos, letters, reports, legal documents and financial documents.

**ESSENTIAL FUNCTIONS**

1. Directs (including planning, organizing and coordinating) operation of the entire library system.

2. Develops and recommends library policies to the library board. Ensures that library policies and procedures are implemented and takes the ultimate responsibility for resolving administrative and procedural emergencies. Attends all Library Board meetings and acts as secretary of the Board of Control.

3. Plays a leading role in tax elections, bond issues, and other funding initiatives; recommends detailed budgets to the Board and/or its appropriate committees.

4. Develops the overall vision, goals and objectives of the library in conjunction with a long-range planning process, integrating the ideas of the public, board and staff; initiates implementation of Board-adopted goals; heavily involved in capital programs (including land acquisition, construction and renovation).

5. Develops professional skills, knowledge and abilities through workshops, conferences, professional affiliations, and examination of professional literature. Uses this knowledge to analyze and improve the library’s public services, facilities, technology, staff development, and update the library board on current methods and trends.

6. Exercises direct and indirect supervision; responsible for, and provides oversight and guidance (as needed) in the following:
   a. Types, levels and standards of library services and programs offered; public and support services.
   b. Decisions concerning library personnel (including hiring, employment and discipline).
   c. Interpretation and application of policy; resolution of inquiries and/or complaints.
   d. Aspects of projects, policies, studies, reports or data.
   e. Maintenance and security of facilities, systems and grounds.

7. Represents the interests of the library to the community, and other governmental and professional organizations.

8. Serves as President of the Green Gold Library system, a consortium of libraries in the northwest region of the state which offers a borrowing and lending network among libraries and who collaborate on cooperative endeavors.

9. Cultivates a courteous, competent, customer-focused environment that is welcoming to the public.

10. Other duties as needed.
PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to reach with hands and arms, stand, walk, sit, twist, occasionally use hands to finger, grasp, handle, feel or operate objects, tools, or controls, and frequently talk and hear. Hand-eye coordination is necessary to operate computers and office equipment. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

The employee is rarely required to climb, balance, stoop, crouch, squat, kneel, and crawl. The employee must occasionally lift and/or carry up to 20 pounds. Employee may rarely push and/or pull loaded book carts weighing up to 75 pounds

SALARY RANGE:
$100,000 - $140,000/year + benefits

BENEFITS
12 days of vacation/year (with increases every other year up to 22 days), 11 paid holidays/year + 1 personal day, 15 days sick leave/year. Medical, dental and life insurance; library pays 70% of employee’s and dependents’ insurance premiums. Retirement system with the City of Shreveport. Good library support for attendance at conferences.

A criminal background check and a drug screening are part of the pre-hire process. We do not discriminate on the basis of race, ancestry, color, national origin, sex, religion, age, marital status, non-job related physical or mental disability, veterans’ status, sexual orientation or gender identity. Our facilities are non-smoking.