Position Summary:
In collaboration with the Board of Trustees, the Library Director provides visionary, strategic, and inspirational leadership to a public library serving approximately 200,000 people. The Director is responsible for achieving program goals and objectives through quality administrative management of the library, and serves as the primary spokesperson for the library.

Essential Job Duties:

Provides leadership in developing and implementing strategic planning in support of long term Tuscaloosa Public Library (TPL) and community goals; directs annual service plans, and monitors progress.

Manages library operations in accordance with best practices and adherence to TPL Board policies, contracts, and applicable local, state and federal laws.

Reports regularly to the TPL Board of Trustees. Oversees preparation of agendas, prepares monthly reports of library activities and information relative to programs and services.

Primary advocate and spokesperson for the TPL; serves as liaison to federal, state, and local government agencies and to the community served.

Requirements:

ALA accredited Masters Degree in Library and Information Science

Five years of progressively responsible experience in library and information service plus three years of progressively responsible experience in library management.

Working knowledge of information systems (TPL uses Sierra Integrated Library System) as they apply to library services.

Excellent communication skills; the ability to present the library to the community positively and to interact successfully with the library’s many stakeholders.

Valid drivers license.
Physical and Environmental Conditions

Work requires no usual demand for physical effort. Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, libraries or meeting and training rooms; e.g., use of safe work place practices with office equipment, avoidance of trips and falls and observance of fire and building safety regulations and traffic signals when driving.

The above job description is not intended as; nor should be construed to be exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.