

POSITION DESCRIPTION

Position Title: Library Director

Reports To: Assumption Parish Library Board of Control

Responsibilities: All Assumption Parish Library employees

Location of Work: Library Headquarters, in Napoleonville, Louisiana. Travels to library branches throughout Assumption Parish and attends meetings throughout the state and conferences throughout the U.S.

Hours of Work: Full time, salaried, 40 hours per week. Position is non-exempt, thus incumbent is subject to compensatory time provisions.

Position Purpose: Responsible for the comprehensive planning, budgeting, direction, control and quality assurance of all public and technical services and administrative functions of the Assumption Parish Library.

Essential Functions:

1. Responsible to the Assumption Parish Library Board and the Assumption Police Jury for overall library performance, budgeting, goal and objective setting.
2. Reviews work flow within the library system and directs the revision, formulation, and implementation of operational and administrative policies and procedures to ensure maximum efficiency and effectiveness of personnel and resources.
3. Directs the overall budgeting and planning for the library, oversees all library purchases, provides accountability for all resources, and ensures that all monies are spent to achieve maximum benefit for the parish.
4. Directs and oversees all current and future planned library branch work divisions, departments, and sections.
5. Exercises authority in all library personnel matters such as approval of the bi-weekly payroll, appointment of employees, employee pay increases, employee performance evaluations, employee disciplinary actions, employee dismissal, employee training, and travel assignments. (Adopted June 28, 2017)
6. Serves as liaison to the Library Board of Control and ensures that the Board is informed and consulted in all matters relating to the provision of efficient, quality library

service and finances. Makes recommendations to the Board regarding operational matters and ensures that policies and procedures adopted by the Board are carried out. Assists the Board in preparation for tax elections.

7. Oversees the production of statistical analyses and reports and presents same to Board and State Library agency as necessary or requested.

8. Directs and oversees the operation and maintenance of the library's physical plants and grounds. Plans, supervises, and coordinates all building programs.

9. Approves contracts with consultants and contractors to provide specialized and professional services to the library. Oversees outsourced work to ensure compliance with contract or agreement.

10. Represents the library at Police Jury meetings, Louisiana State Library functions, staff meetings, conferences, community and civic programs and activities, and as requested or assigned by the Library Board.

11. Makes presentations to the Library Board, Police Jury, or parish officials, community and civic groups as requested.

12. Serves as liaison between the library and the Friends of the Library by acting as an Ex Officio board member.

13. Must provide visionary leadership for the creation, development, and implementation of innovative service and cutting edge technology.

Secondary Duties:

1. With Library Board awareness, authorizes the ordering and purchasing of all supplies, equipment, and library materials as needed or requested and recommended. Ensures compliance with the public bid law, Police Jury policy and procedure, and other governmental requirements when necessary.

2. Participates in professional development and continuing education programs, such as attending parish, regional, state, and national workshops, conferences, and seminars in order to remain current and up-to-date in library trends and developments. Serves on committees at the state and/or national level.

3. Develops and maintains cooperative relationships with local, state, and national officials and organizations in areas related to library services.

4. Reads professional publications and keeps informed on trends and developments, both within and outside of the library field.
5. Performs other related duties as assigned or requested by the Library Board of Control.

Physical Requirements: The physical requirements of the Library Director include the ability to sit and perform desk work for long periods of time, ambulatory ability to visit and inspect library branches, visual acuity to read and prepare reports and correspondence, and to read computer screen, and ability to hear in order to communicate effectively with staff, patrons, Library Board members, and other civic and community officials.

Minimum Requirements: Master's degree in Library and Information Science from an American Library Association accredited college or university; plus a four-year degree from an accredited college or university; and five (5) years of library experience, with at least three (3) years at an administrative or highly responsible managerial level. Excellent inter-personal and communications skills, oral and written. Thorough knowledge of automated library systems, computer proficiency, and ability to organize, supervise and manage personnel and projects.