

JOB DESCRIPTION

Job Title: Library Director, Lafayette Parish Public Library, Lafayette, LA

JOB SUMMARY: Under the direct supervision of the Lafayette Parish Library Board of Control, the library director serves as library's executive officer, responsible for the operations and the development and implementation of its service programs, including:

- A. Assisting the Board with the long-range planning and policy development and managing all library resources, including human resources, i.e., the hiring and supervision of all assistants, substitutes and volunteers who work in the library.
- B. Organizing the acquisitions, access, storage and control of collections.
- C. Designing and implementing services and programs for users of all ages.
- D. Overseeing the maintenance and safety of the library buildings and grounds.

RESPONSIBILITIES OF THE LIBRARY DIRECTOR:

BOARD MEETINGS:

- Attends all regular and special board meetings, except those at which library director's employment, salary, or performance are to be considered,
- Gives appropriate public notice of meetings
- Acts as secretary to the board, prepares agenda, provides minutes

PUBLIC RELATIONS:

- Maintains an active program of public relations
- Interprets board policies to staff and public and involves library in community activities
- Keeps political fences mended

CONTINUING EDUCATION:

- Calls significant materials to attention of library board
- Organizes orientation of new trustees
- Informs trustees of important meetings and workshops for them to attend
- Urges travel money be provided in budget

PLANNING FOR THE LIBRARY'S GROWTH:

- Suggests and provides materials for community analysis

- Helps analyze the library's strengths and weaknesses
- Recommends plans for library's growth and means for implementing plans
- Administers library in terms of plans adopted by the board
- Supplies materials allowing board to become knowledgeable about library systems

POLICY MAKING:

- Provides assistance and direction to the board in setting goals and objectives and determining methods of evaluation
- Recommends policies needed.
- Advises board on merit of decisions it is considering
- Administers library in accordance with adopted policies,
- Interprets policies to staff and public
- Selects and orders all books and other library materials, print and non-print,

ADMINISTRATION OF THE LIBRARY:

- Has direct responsibility for administration of the library within the framework of the board's plan, policies, and budget.
- Reports at each board meeting and in other ways keeps board informed of library's progress and problems

PERSONNEL:

- Recruits, selects, hires, employs, supervises, evaluates and makes changes to library staff in conformity with library policy and state and federal laws and any applicable local conformity with library policy.
- Recommends needed improvement in working conditions, fringe benefits and salary scale of employees under his/her direction
- Utilizes skills and initiative of staff members to the library's advantage,
- Recommends salaries
- Suggests basis for evaluation criteria and provides materials for board study
- Maintains records of personnel evaluations

BUDGET:

- Prepares preliminary budget recommendation based on present and anticipated revenues and needs in relation to the board's plan for library growth.
- Calls board's attention to ways of stretching budget through cooperation with other libraries or agencies
- Decides on use of money on the basis of approved budget. Receives and expends library funds according to established guidelines and maintains accurate and up-to-date records showing status of library finances.
- Prepares the draft of the budget for the Board for approval and then participates in the presentation of the adopted budget to governing body

FURTHER RESPONSIBILITIES RE: GOVERNING AUTHORITY

- Informs board when new appointment is necessary
- Reminds secretary of governing authority
- Provides counsel and documentation
- Helps to plan educational information for the tax election
- Prepares budget and claims for approval
- Advises board of needs and provides specifications,
- Purchases items as authorized
- Locates property counsels board and negotiates with landlord
- Helps to locate property and negotiates with seller
- Provides background information to board members
- Offers services to governing authority member(s)

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Refer to [Louisiana Director's Handbook](#).

QUALIFICATIONS:

Minimum qualifications are an ALA-accredited Master's Degree, a minimum of five years of progressively responsible administrative and managerial experience in public libraries with three years of executive level experience, and certification by the Louisiana Board of Library Examiners. (Candidates who do not have this certification must be able to attain it within the first year of employment). Vital attributes include superior oral and written communication skills, thorough knowledge of financial and personnel management, political skills, and the ability to work in a collaborative team environment. Success working closely with a governing board as a Director or Assistant Director in a multi-branch, urban environment is highly desired.

SALARY RANGE:

The salary for this position is negotiable, with placement within the range of \$100,000-\$120,000 (dependent on experience and qualifications) with an excellent benefits package.