

From City-Parish Human Resources: <http://city.brla.gov/dept/hr/occdesc.asp?GetTitle=7971>

LIBRARY DIRECTOR (UNCLASSIFIED)

JOB CODE: 3050

PAY GRADE: 2340

SALARY RANGE: \$73,836 - \$123,242 ** note—all pay scales will be adjusted upwards 5% on 9/10/2022

LOCATION OF WORK

Library Board of Control

GENERAL DESCRIPTION

Under the direction of the Library Board, performs administrative and professional work in directing the operation of the City-Parish Library system. Work involves responsibility for planning, organizing, coordinating and directing the operations of a library system including library branches. The library system provides services to residents of the city and parish which require considerable planning and coordinating to maintain a high level of diversified services. Work is performed with a high degree of independent judgment and initiative within the general policy framework. Work also is reviewed through evaluation of results obtained. Performs other work as requested.

ESSENTIAL WORK TASKS

Plans, organizes, coordinates and directs the operation of a diversified library system. Establishes departmental policies and procedures; formulates book selection and acquisition policies and standards; recommends level of services to be offered; interprets library services, programs, and resources to the Administrative Officer, Library Board, city officials, and citizens. Attends meetings of the Library Board and provides advice and makes recommendations. Initiates and gives direction to special studies, followed by recommendations concerning selected aspects of the library organization and services. Prepares departmental budget and maintains budgetary controls. Attends Civic Club meetings, schools and other public gatherings upon request to explain the activities and services of the library system. Plans and directs an active and continuing public relations program including press and radio releases, exhibit program, and articles in magazines and journals. Develops long-range objectives and plans, and initiates implementation of developed plans and policies. Administers the selection, acquisition, processing, and maintenance of all library materials. Supervises the establishment and maintenance of important records and reports.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the modern principles, methods and practices of public library administration. Knowledge of library classification and cataloging techniques and practices. Knowledge of public administration and modern office management, practices and equipment as related to a library. Knowledge of books, the book trade, and the reprint and out-of-print markets. Ability to ascertain the library needs of the community served and to develop a selection policy responsive to that need. Ability to plan, organize, direct and coordinate the activities of a diversified library system in a manner conducive to full performance and high morale. Ability to delegate authority and responsibility and to schedule and program work on a long-term basis. Ability to express ideas clearly and concisely, orally and in writing. Ability to establish and maintain effective working relationships with employees, other local governmental officials and the general public. Ability to plan functional library facilities, read building plans, and develop a library building program.

DESIRABLE QUALIFICATIONS

EDUCATIONAL AND EXPERIENCE

Masters degree in library science, four years of progressively responsible experience in professional library work, including two years of experience in library administration.

CERTIFICATIONS / LICENSES / REGISTRATIONS

(Unless otherwise specified below, must possess at the time of appointment and must be maintained current throughout employment in this classification.) None.

OTHER JOB ASPECTS

None.

NOTE:

Unclassified job specifications may be revised at the will of the appointing authority.