



# Director of Library Services

Class Code:  
DLS

Bargaining Unit: Not Applicable

TOWN OF FLOWER MOUND  
Revision Date: Oct 20, 2023

## SALARY RANGE

\$61.95 - \$86.73 Hourly  
\$4,956.00 - \$6,938.40 Biweekly  
\$10,738.00 - \$15,033.20 Monthly  
\$128,856.00 - \$180,398.40 Annually

## DESCRIPTION:

Directs, manages and oversees the administration of the Town's public library. Directs staff members in the day-to-day activities of operating a library. Establishes policies and carries out the budgetary duties.

## EXAMPLES OF DUTIES:

1. Plans and directs the day-to-day operations of the Town's library services.
2. Coordinates the library activities and programs to meet the needs of the customer.
3. Implements new ideas and suggestions from the general public to improve or enhance the quality and effectiveness of the library services.
4. Prepares and administers the departmental budget.
5. Ensures effective operational and financial management through forecasting, reviewing budgetary submissions, procurement and control of grants and other funds, and auditing expenditures.
6. Develops, evaluates, and monitors the goals and objectives and the long-range library service plans, policies, and procedures to carry out the mission of the library.
7. Prepares monthly and annual statistical reports for the Town Council, Texas State Library, and other state, regional and county agencies, as required.
8. Promotes the library resources through all media available to include the social media, print media, television, and other available resources.
9. Represents the Library at PALS Board Meetings, various governmental and voluntary organizations, and other related agencies and committees.
10. Develops and administers personnel and operational policies and procedures and provides training and direction necessary to increase the quality and efficiency of library personnel and functions.
11. Executes personnel related managerial and supervisory functions to include hiring, training, delegating work assignments, evaluating, counseling, disciplining, and other related tasks.
12. Performs continual inspections of operational, administrative, and personnel functions and activities to identify any inefficiencies and ineffectiveness and then implements corrective workable solutions.

13. Purchases and maintains library books, supplies, equipment, and materials.
14. Maintains a physical inventory and fixed asset record of all library materials.
15. Adheres to and ensures employees adhere to personnel and safety policies and procedures.

## **MINIMUM QUALIFICATIONS:**

A Master's Degree in Library Science from a library school accredited by the American Library Association is required. Five or more years of municipal library work experience are required. Two or more years of supervisory experience are required. Must submit to and pass a post-offer, non-regulated drug test and thorough background checks (including criminal history).

## **DESIRED QUALIFICATIONS:**

Must have extensive working knowledge of the principles, practices, and techniques of modern municipal library operations to include library and information services technology. Must have excellent managerial, leadership, organizational, customer and public relations, personnel management and budgetary skills. Must have excellent communicative skills, both oral and written. Must be able to maintain a professional and pleasant demeanor at all times. To perform the essential functions of the job must be able to talk, write, see, read, hear, manage multiple projects, prioritize and organize work assignments, and work well under pressure and stress. May work extensive hours, as needed, to attend board, council and other related meetings.