

JOB DESCRIPTION *(Approval pending – 2024)*

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

JOB SUMMARY: Under the direct supervision of the Lafayette Public Library Board of Control, the library director serves as the 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 and managing 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.
- Gives appropriate public notice of meetings.
- Acts as secretary to the board, prepares agendas, provides minutes.

PUBLIC RELATIONS:

- Maintains an active program of public relations.
- Interprets board policies to staff and public and involves library in community activities.
- Serves as liaison with community organizations and the public to establish positive relationship for mutual benefit of the community and the library system.

CONTINUING EDUCATION:

- Presents relevant educational materials to attention of the 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 the analysis of community needs.
- Helps analyze the library's strengths and areas of needed improvements.
- Recommends plans for library's growth and means for implementing plans.
- Administers library in terms of plans adopted by the board.
- Supplies materials aiding board's knowledge about the library systems.

POLICY MAKING:

- Provides assistance and direction to the board in setting goals and objectives and determining methods of evaluation.
- Recommends needed policies.
- Advises board on merit of proposed decisions.
- Administers library in accordance with adopted policies.
- Interprets policies to staff and public.
- Oversees the selection and purchasing of 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, when necessary, keeps board informed of library's progress and challenges.

PERSONNEL:

- Recruits, selects, hires, employs, supervises, evaluates, and makes changes to library staff in compliance with library policy and state and federal laws and any applicable local compliance 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.
- Oversees salary recommendations as needed.
- Oversees maintenance of personnel evaluations records.

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 optimizing the budget through cooperation with other libraries or agencies
- Decides on the prudent allocation 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 and the clerk of the Parish Council when a new appointment is necessary.
- 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.
- Serves as liaison 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 a relevant Master's Degree, a minimum of five years of progressively responsible administrative and managerial experience in public libraries with three years of management or 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. *(Committee Chair to consult with CS and/or HR)*