

## TEXT FOR FREE ADVERTISEMENTS:

### DIRECTOR WEST BATON ROUGE PARISH LIBRARY

#### Full-Time

**SUMMARY:** With oversight by a 7-member Board of Control, the director has ultimate responsibility for administration of all library services and functions. This is an exempt position. Performs related and other work as required.

#### REQUIRED TRAINING AND EXPERIENCE

Attainment of B.A. or B.S. from an accredited university/college; attainment of a graduate degree in Library and/or Information Science from an ALA-accredited university; at least three years of paid, full-time professional (post-MLS) library experience which reflects increasing responsibility, including at least one year of paid, full-time experience in an administrative capacity. [Outstanding, paid, full-time, directly applicable experience may substitute for up to one year of the library experience requirement.] Must have certification by the Louisiana Board of Library Examiners or be able to attain certification within the first year of employment. If assigned a library vehicle to drive on a regular basis, must have a good driving record with no DWI violations within the past five years and no other moving violations within the past year.

#### REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

Comprehensive knowledge of: (1) professional library principles and practices; (2) public library functions, facilities, and operations; (3) patron needs and library services to meet those needs; (4) standard library automated systems; (5) financial management and budgeting. Demonstrated ability to: (1) have excellent oral and written communication skills; (2) administer library system operations and projects; (3) establish and maintain effective working relationships with trustees, administrators, supervisors and employees; and partner with the State Library of Louisiana; city/parish officials and departments, communities, organizations and the public; (4) proven fiscal knowledge.

#### GENERAL DUTIES

- Directs (including planning, organizing and coordinating) operation of the entire parish library.
- Acts as secretary of the Board of Control; responsible for implementation of policies and decisions.
- Plays a leading role in tax elections, bond issues, and other funding initiatives; recommends detailed budgets to the Board and/or its appropriate committees.
- Develops long-range objectives and plans; initiates implementation of Board-adopted goals; heavily involved in capital programs (including land acquisition, construction and renovation).
- Exercises direct and indirect supervision; responsible for and provides oversight and guidance (as needed) in the following:
  - types, levels, and standards of library services and programs offered; automation and technical services, public relations, and promotion.
  - decisions concerning library personnel (including hiring, employment and discipline).
  - budgeting and expenditures of funds;
  - interpretation and application of policy; resolution of inquiries and/or complaints.

- aspects of projects, policies, studies, reports or data.
- maintenance and security of facilities, systems and grounds.
- Performs other necessary duties as required.

#### THE LIBRARY

West Baton Rouge Parish Library (WBRPL) serves a population of 26,000 with its library in Port Allen. WBRPL's budget for operations and collections is over \$1.5 million. Circulation for 2018 was more than 88,000 (collection of 105,000+ items). WBRPL has a staff of 20. See <http://www.wbrpl.com/> for further information.

#### THE AREA

West Baton Rouge Parish is located on the west bank of the Mississippi River across from Louisiana's capital city, Baton Rouge. The parish population is 26,265. The West Baton Rouge Parish Library serves parish residents from a 16,000 sq. ft. facility located in Port Allen, LA. The library has a collection of 138,089 items. The main branch is fully automated and offers Internet access to the public from several public access computers. Parish residents living outside of the Port Allen area are served from a Mobile Library. Outreach service is provided to local elementary schools and preschools. The library is supported by a 4.10 mill property tax that generates approximately \$1,905,656 in annual revenues.

#### BENEFITS

Vacation and paid holidays are available annually, 12 days sick leave per year. Medical, dental and life insurance are available for the employee and dependents. Excellent retirement system with Parochial Retirement System. Good library supports for continuing education and training.

#### APPLICATION DEADLINE

Review of resumes will begin immediately and resumes will be accepted until 7/31/19.

STARTING DATE: Position available immediately.

SALARY: \$90,000/year + benefits

CONTACT: Send letter of application, resume and three professional references to

Joanne Bourgeois, President of the Library Board of Control  
West Baton Rouge Parish Library  
520 Gleason Street  
Brusly, LA 70719

If you have questions regarding the application process or the position, contact Joanne Bourgeois, President of the Library Board of Control, email her at [jbourgeois@bruslyla.com](mailto:jbourgeois@bruslyla.com)

A criminal background check, credit and financial check, and a drug screening are part of the pre-hire process. We do not discriminate on the basis of race, religion, color, sex, age, national origin or non-job related disability. Our facilities are non-smoking.