

DIRECTOR OF LIBRARY

THE ORGANIZATION

Jefferson Parish Government employs approximately 3,000 people, which are the heartbeat of the organization. The Parish President is elected for up to two (2) four-year terms and directs the operations of 41 different departments. Each director is tasked with taking their department “to the next level,” and encouraging their staff to bring forth ideas that make Jefferson Parish Government more innovative, more creative and more efficient. Every member of the Jefferson Parish team is a true public servant and plays a critical role in meeting the needs of the residents we serve and securing the future of our Parish for the good of our citizens and our community. We invite you to learn more about Jefferson Parish at www.JeffParish.net.

THE DEPARTMENT

Jefferson Parish Library strives to make a positive difference in our community, helping the citizens of Jefferson Parish move toward the future with confidence. The Library is a welcome place for all, and offers not just books, magazines and movies, but also free high-speed internet.

THE POSITION

Jefferson Parish is seeking a dynamic, highly motivated leader who can work effectively and collaboratively with the Parish Administration, Council, Jefferson Parish Library Board, consultants, as well as other governmental agencies and patrons of the Library. The Director of Library is tasked with providing direction and leadership to the library staff in fulfilling the library’s mission by identifying opportunities for innovation and improvement that will allow for greater efficiency and service quality. The Department includes 16 various library branches located on the East and West Bank of Jefferson Parish. The Director oversees approximately 200 employees and an annual operating budget of approximately \$22 million dollars.

The Director’s duties and responsibilities include management and operation of the library system in Jefferson Parish and includes, but is not limited to the following:

- (1) Oversees the hiring and training process for new staff. Assigns tasks and projects; evaluates employee work performance; approves salary increases, disciplines/discharges, transfers and promotes employees.
- (2) Administers Parish-wide library services. Develops, recommends and implement strategic and tactical plans related to library services and computer technology.
- (3) Establishes appropriate service levels and allocates resources, including staffing, accordingly.
- (4) Provides policy guidance to the Parish President and the Chief Administrative Assistant in the area of the parish library and its branches.
- (5) Prepares reports on departmental operations evaluating performances against established objectives, and special reports on operating problems or plans as required for review by the Chief Administrative Assistant. Evaluates results of overall operations and service levels and provides regular reports to the Parish Administration and Parish Council, as needed.
- (6) Coordinates library activities with those of other departments and outside agencies and organizations; coordinates, facilitates, and participates in the activities of the Jefferson Parish Library Board.
- (7) Directs budget development; recommends budget and administers department budget; approves expenditures.
- (8) Develops and implements departmental policies and procedures.
- (9) Acts as liaison between Library Board and Parish President; interacts with the Friends of Jefferson Parish Public Library.
- (10) Administers building maintenance programs as needed.
- (11) Conducts staff meetings; directs and provides opportunities for staff training and development; represents the department at public meetings and other functions; prepares and gives public presentations; receives and responds to complaints regarding library services.

THE IDEAL CANDIDATE

The ideal candidate is a visionary that thinks out of the box and offers leadership capabilities and a proven track record of successful interactions with members of the public, employees, directors, and elected officials. Qualified candidates will possess any combination of education

and experience which demonstrates the ability to perform the duties as listed herein above. Preferred Requirements include a bachelor's degree in library science or related field and ten (10) years of professional librarian experience with supervisory responsibilities. Additionally, the successful candidate shall possess and maintain a valid Louisiana Driver's License or have the ability to secure one within ten (10) working days of hire.

COMPENSTAION

The annual salary range for the position is **\$76,221- \$118,244**. Starting salary will be commensurate with education and experience. Executive level employees are eligible to receive a monthly auto and cell allowance of approximately \$700 a month.

Jefferson Parish offers work/life balance and a generous benefits package including:

Health Benefits (medical/dental)- Jefferson Parish offers health insurance benefits and covers up to 81% of the employee premium and 50% of the premium for spouses and dependents.

Voluntary Benefits- Available at employee's cost are a variety of voluntary benefits which include vision insurance, accident insurance, short term disability insurance, cancer insurance, term life insurance, and critical illness insurance.

Retirement Benefits- Jefferson Parish employees are eligible to enroll in the Parochial Employees' Retirement System. This retirement system is a public defined benefit pension plan which provides retirement allowances and other benefits based on an employee's years of service.

MISCELLANEOUS INFORMATION

There shall be a Director of Library who shall be appointed by the Parish President with the approval of the Council. The individual selected for this position will be required to report to duty during emergency situations. The position is considered unclassified, limited-tenure, at-will employment. The individual selected for this position will be subject to a background check and will be required to submit a financial disclosure statement annually.

TO APPLY

Interested qualified candidates please forward resume and salary expectation to:

JPHumanResources@jeffparish.net

**Attn: Ms. Nicole C. Thompson, Director
Department of Human Resource Management
1221 Elmwood Park Boulevard, Suite 517
Jefferson, LA 70123
Phone: (504) 736-6180
Fax: (504) 736-6125**

DEADLINE TO SUBMIT: JUNE 3, 2022.

Resumes will be screened according to the qualifications outlined above as resumes are submitted. The most qualified candidates will be interviewed.

For additional information about Jefferson Parish, tour the Parish's website at www.jeffparish.net.



Jefferson Parish is an Equal Opportunity Employer.