

JOB OPENING

POSITION: Director, Jefferson Davis Parish Library

SUMMARY:

Jefferson Davis Parish (JDP) serves a population of 31,368 with its main headquarters in Jennings and 3 branches located in Lake Arthur, Welsh and Elton. In addition to this, the Bookmobile and Outreach programs serve a wide variety of rural areas of the parish. JDP has a motivated staff of 11 full-time employees and 5 part-time employees. JDP property tax base provides for an annual operating budget of approximately \$1,200,000 which renews in 2028. The Library is currently in the process of building a new or expanded library building in Welsh.

RESPONSIBILITIES:

The Director reports to the Library Board of Control which is made up of 8 members appointed by the JDP Police Jury with 1 ex-officio member.

The director is responsible for public library administrative duties to include:

- Implementing board approved policies
- Fiscal responsibility of annual budget
- Hiring and supervising employees
- Collection development
- Facilities management
- Public relations

THE IDEAL CANDIDATE HAS:

- A Masters of Library and Information Science from an ALA accredited institution OR other advanced degree with Library Certification
- At least 3 years of previous library experience with administrative and supervisory responsibility, preferably in the public library sector
- A Louisiana State Library Board of Library Examiners certification or able to pass the test within one year of employment
- Knowledge and experience in financial management and budgeting, human resource management, collection development, use and development of technology, public relations and communication, E-rate and grant writing
- Ability to work with government, educational and community groups

GENERAL DUTIES:

- Directs (including planning, supervising, organizing, and coordinating) the operation of the entire library system
- Acts as secretary of the Library Board of Control
- Recommends and implements all policies approved by the library board
- Facilitates information, management and fiscal responsibility of annual budget
- Plays a leading role in tax elections, bond issues and other funding initiatives
- Develops long-range objectives and goals
- Promotes the library through community involvement
- Supervises library personnel (including hiring, continuing education, annual evaluations, discipline and firing)
- Participates in the process to obtain and manage federal E-Rate funding and grants
- Maintains a library collection that meets the changing needs of today's patrons
- Communicates in a professional and effective manner, using all forms of communication
- Oversees maintenance and security of facilities, systems and grounds
- Exercises direct and indirect supervision of the following:
 - Library services and programs
 - Automation and technical services
- Performs other necessary duties as required

SALARY: \$55,000 plus, depending on qualifications and experience and based on a 36-hour work week.

BENEFITS: Generous package of vacation, holiday and sick leave. Excellent retirement system and JDP Library currently pays 95% of employee's health insurance.

APPLICATION DEADLINE: October 14, 2022

TO APPLY: Email JDP job application, cover letter, resume and 3 professional letters of reference to:

- Marcia Pfeiffer (Board President): mjgp3@yahoo.com
- cc Clare Coleman (Director): ccoleman@jdplibrary.org

The position will remain open until filled. Any questions regarding the application process or the position, contact Clare Coleman at 337-824-1210 or ccoleman@jdplibrary.org.

A criminal background check and drug screening are part of the pre-hire process. Facilities are nonsmoking. The Library does not discriminate based on age, race, ethnicity, national origin, religion, gender, sexual orientation, disability, medical history, or other non-merit characteristics.