

Winn Parish Library

Job Description - Library Director

JOB OBJECTIVE:

The Director is responsible for long range planning implementation of library policy, supervision of the entire staff, managing budget, communicating with the Library Board of Control and the Police Jury and overseeing the total operation of the library.

RESPONSIBILITIES:

The responsibilities of the Library Director include but are not limited to:

- * Plan for and administer operation of library services for the parish
- * Organize and provide leadership for clientele services at all locations
- * Provide public relations and marketing for the library
- * Direct the employment, supervision and training of staff
- * Terminate and lay off employees when necessary
- * Direct the programming, both adult and juvenile
- * Supervise and direct acquisitions
- * Direct the preparation and management of budget
- * Organize and maintain all required financial records
- * Oversee and be responsible for expenditures
- * Report to the Library Board of Control and the Police Jury
- * Suggest policy to the Board and after approval, implement policy
- * Know local, state, and federal law as it applies to public libraries
- * Keep current and direct the use of library technology
- * Participate in professional meetings and associations
- * Represent the library in the community

QUALIFICATIONS:

- * A baccalaureate degree
- * A master's degree of library science from an ALA accredited library school
- * Met certificate requirements as established by the State Board of Library Examiners.

If educational qualifications are not met, the applicant must be willing to pursue qualifications in a timely manner.

WORK REQUIREMENTS:

- *Work 40 hours per week, including some Saturdays and after hours.**
- *Hours 8:30 a. m. until 5:30 p. m. and 8:00 a. m. until noon every other Saturday**

BENEFITS:

- *Twelve annual sick leave, may accumulate up to 30 days unused sick leave**
- *Twelve annual vacation leave.**
- *Thirteen annual state holidays**
- *Optional health insurance**
- *Participates in Parochial Employee's Retirement System.**

STARTING SALARY:

- *\$45,000**

Application Process

To apply, please submit a resume and application to Mona Bamburg at the Winn Parish Library main branch at 200 North St. John Street, Winnfield, LA 71483. Applications will be accepted until July 20, 2022. Please contact Mona Bamburg at 318-628-4478 or mbamburg@state.lib.la.us for application packet.

Copies of college transcripts may be required.

Applications may be faxed or e-mailed.

