**POSITION:** Director

Jefferson Davis Parish Library

**SUMMARY**

Jefferson Davis Parish (JDP) serves a population of 31,439 with its main headquarters in Jennings and 3 branches located in Lake Arthur, Welsh, and Elton. In addition to this, the Mobile Branch and Outreach programs serve a wide variety of rural areas of the parish. JDPL has a motivated staff of 13 full-time employees and 1 part time employee. JDP property tax base provides for an annual operating budget of over $1,000,000 plus.

**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 an annual budget
* Hiring and supervising employees
* Collection development
* Facilities management
* Public relations

**REQUIREMENTS**

* Master of Library and Information Science (MLIS) 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
* Louisiana State Library Board of Library Examiners mandates that certification is required 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 formation, management, and fiscal responsibility of an 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, and discipline).
* 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, both orally and written.
* Oversees maintenance and security of facilities, systems, and grounds.
* Exercises direct and indirect supervision of the following:
* Library services and programs offered
* Automation and technical services
* Performs other necessary duties as required.

**SALARY:** $40,000 plus, depending on qualifications and experience

(*Over)*

**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:** March 30, 2018

**TO APPLY:** Send JDP job application, resume, and 3 professional letters of references to:

Board President

Jefferson Davis Parish Library

118 West Plaquemine St.

Jennings, LA 70546

Any questions regarding the application process or the position, contact:

Dr. Linda LeBert-Corbello, Director

Phone# 337-824-1210 Email: llebert@state.lib.la.us

*A criminal background check and a drug screening are part of the pre-hire process. Discrimination is not made on the basis of race, religion, color, sex, age, national origin, or non-job related disability. Facilities are nonsmoking.*