

ST. TAMMANY PARISH LIBRARY SYSTEM
Covington, Louisiana

Library Director

The St. Tammany Parish Library System is seeking a director who is experienced and dynamic. Candidates should be proven leaders and excellent communicators, with relevant library experience and the planning abilities needed to further improve both the library's services and its standing in the community.

St. Tammany Parish is 45 minutes north of New Orleans, connected to the larger metropolitan area by the world-renowned Causeway and Interstate highways. It consists of charming and unique towns, a variety of smaller rural communities, and spreading landscapes of pines and hardwoods. The parish is one of the most affluent in Louisiana with an excellent public school system, and a citizenry active in community affairs. St. Tammany Parish is a wonderful place for individuals, families, nature lovers, golfers, boating enthusiasts, admirers of art, and festival-goers. The St. Tammany Library System offers a unique setting for a visionary leader to lead its committed staff, as they advance the library's overall educational mission.

With a budget of \$10.5 million, the St. Tammany Parish Library serves an expanding population of 233,000+, 39% of whom are registered borrowers. It is primarily funded by an ad valorem property tax of 6.07 mils. The library employs a staff of 126 FTE employees, 30 of which are ALA-accredited MLS/MLIS employees. The Library offers 249 Internet workstations for public use and access to a full-range of databases. It is known for its creative and well-attended programs for children and young adults. It also offers a variety of programs for adults. These include music, performing arts, philosophy, literature, history, genealogy, horticulture, the creative arts, and personal improvement. The St. Tammany Parish Library has 12 branches. Renovation of the Covington Branch and relocation of the Library Administration offices are in progress. The Library's ad valorem property tax will be subject to renewal by the parish electorate prior to 2024.

Major responsibilities include the following:

- Develop and maintain an effective program of library services for the parish.
- Lead, develop and supervise a staff of library professionals, paraprofessionals, and administrative personnel.
- Supervise and manage the day-to-day operations of the library system, which includes 126 FTE employees in 12 public locations and 2 administrative facilities.
- Prepare, recommend amendments and monitor the budget of the library system and participate in the annual audit of the library system.
- Work with the appointed benefits coordinator regarding employee benefits including health insurance, life insurance, and retirement.
- Insure that the processing and all associated functions that relate to payroll are fulfilled.

- Work with the Assistant Director of Finance and Support in budgeting, fiscal matters and other assigned duties.
- Communicate frequently with St. Tammany Parish Government and the St. Tammany Parish Council.
- Act as a liaison for the library, and work effectively with the Friends Groups, the Library Foundation, and other community organizations.
- Maintain current and develop new partnerships with individual groups and municipalities.
- Maintain and utilize an approachable, open attitude with the community and citizens.
- Interact professionally with key members of the community, political office holders, and other civic leaders.
- Build and maintain a constructive and positive relationship with members of the media.
- Possess the ability to work with diverse groups and to build consensus among members of the library staff, patrons, community stakeholders and agencies, and with members of the wider community.
- Prepare for and attend Library Board of Control meetings.
- Communicate with and advise the seven members of the St. Tammany Parish Library Board of Control on issues related to the operation of the library.
- Develop, monitor, and implement a strategic plan leading to a shared vision embraced by the library staff and the Library Board of Control.
- Work constructively with the St. Tammany Parish Library Board of Control to propose, recommend and implement board policies and effective operating procedures.
- Manage all projects related to the renovation or construction of library branches/facilities.
- Collect and maintain statistics for the library system, supervising the preparation of monthly statistical and special reports and analyzing pertinent data.
- Participate with the administrative team in hiring, onboarding, training, evaluating, disciplining, and terminating staff.
- Review and maintain compliance with policies and procedures.
- Meet most regularly with the Assistant Directors (Public Services, Finance and Support).

- Conduct periodic meetings with managers and department heads and communicate daily with managers and department heads on all issues.
- Insure that the Library and staff follow the Louisiana Ethics laws in the procurement of items and services.
- Maintain a good working relationship with the State Library of Louisiana. Work with the State Library of Louisiana on library issues, professional development, and staff training. Supervise the completion of the annual State Library report.
- Understand, employ and maintain proficiency in technology as it relates to library service.
- Act as a change agent so that STPL will continue to be relevant to the diverse needs of a rapidly growing population.
- Represent the Library on a variety of parish, state, and national committees and projects and maintain membership in the Louisiana Library Association, the American Library Association, and the Public Library Association.
- Manage and lead the ad-valorem property tax election campaign.
- Perform other duties as assigned by the St. Tammany Parish Library Board of Control.

Qualifications:

Master's degree in library science from an ALA-accredited program and 5+ years of professional librarian experience in an administrative capacity, preferably in a multi-unit system.

The St. Tammany Parish Library is an EOE employer and does not discriminate on the basis of sex, race, color, religion, national origin, disability, or age. Applicants must have or be eligible for a valid Louisiana driver's license. A complete background check and degree verification will be required for finalists. A drug screening is also required prior to employment. Must have certification (or be able to attain certification within the 1st year of employment) by the Louisiana State Board of Library Examiners. Applicants must be willing to reside in the Northshore area of Southeast Louisiana.

Starting salary range: \$95,000 -\$105,000, dependent upon qualifications and experience. Benefits are generous and include 15 days of annual leave, 12.5 days of sick leave, 14 paid holidays, health insurance (including vision and dental coverage), and participation in a pension retirement system.

Library Board of Control representatives will be available to speak with interested candidates during the ALA Annual Conference in New Orleans during the Open House/Job Fair on Sunday, June 24, 2018, 10:30-12:00 noon. Other times may be arranged by appointment during the ALA Annual Conference by contacting Rebecca Taylor (985-290-2537).

Requirements for applications include a cover letter with the applicant's management philosophy, personal goals, experience with planning, and community relations experience. Applications are to include a detailed resume and contact information of 5 professional references and be mailed to:

**Rebecca Taylor, President
St. Tammany Parish Library Board of Control
P.O. Box 3183
Slidell, LA 70459**

For information regarding the Library Director position contact:
Rebecca Taylor, President, St. Tammany Parish Library Board (985-290-2537)

Application deadline: July 31, 2018