

Library Director

Recruitment #21-CI7182-01

Date Opened 4/2/2021 3:31:00 PM

Filing Deadline Continuous

Jurisdictions City of Montgomery

Salary \$82,224.00/year

Department Library

Job Type Open Competitive

Employment Type Full-Time

Nature Of Work

The fundamental reason that this classification exists is to serve as the head librarian for the city-county library system. Work tends to be more administrative in nature versus operational. Major work responsibilities include managing the physical resources of the library system, managing the staff of the library system, providing administrative support to the Library Board, overseeing long and short term planning, monitoring library programs and services, managing the budget and finances of the library system and managing the community relations and marketing efforts of the library system. The employee works with the Library Board and the city and county to provide effective and efficient library services to the community. The Library Director differs from the Assistant Library Director in that the Assistant serves as the day-to-day manager of operations while the Director manages the overall system in terms of planning and oversight. The employee works with and reports through the Montgomery City-County Public Library Board of Trustees and the Director of Cultural Affairs.

Minimum Qualifications

Master's degree in Library Science from a college or university accredited by the American Library Association and seven (7) years of senior management level experience in varying levels of library management at a moderate-sized public library system.

Kind Of Examination

Applications are being accepted to fill one (1) vacancy and any vacancies that may occur during the life of the register. The current vacancy is with the **Montgomery City-County Public Library**. Applicants will be screened and qualified based upon education and experience as

shown on the application. For this reason, applicants are urged to fill in the application and supplemental questionnaire completely providing detailed information concerning the kinds of jobs they have held, the dates they held them, where and exactly what their duties were. If more than five qualified applications are received, a selection procedure will be administered to rank applicants on the register. Tied scores will not be broken. If there are five or less qualified applicants, they will be considered equally qualified and placed on the register in alphabetical order.

Complete an online application by visiting Montgomery City-County Personnel's Online Employment Center (<http://www.jobaps.com/MGM>). Paper applications are no longer accepted. Completed applications will be accepted online until 5:00 p.m. on the closing date. If there is no closing date, the announcement may be closed at any time without prior notice.

Additional Information

BENEFITS: Employees are offered a competitive benefits package which includes health, dental, and life insurance, paid annual and sick leave, paid holidays, and a retirement program.

DRUG TEST: Employment is conditional upon the potential employee passing a preemployment drug test. (The drug test may require the submission of a sample of hair, finger nails, and/or urine that will verify illegal drug use).

EQUAL EMPLOYMENT OPPORTUNITY: Discrimination against any person in recruitment, examination, appointment, training, promotion, retention, discipline, or any other aspect of personnel administration because of political or religious opinions or affiliations or because of race, national origin, or any other non merit factors is prohibited. Discrimination on the basis of age, sex, or physical disability is prohibited except where specific age, sex, or physical requirements constitute a bona fide occupational qualification necessary to proper and efficient administration.

REQUEST FOR ACCOMMODATION: Under the Americans with Disabilities Act, it is the responsibility of the applicant with a disability to request accommodation which he/she requires in order to participate in the application or examination process. The Personnel Department reserves the right to require documentation of the need for accommodation under the ADA. In order to request accommodation in the application or testing process, contact the Personnel Director at (334) 625-2675.

I9: Prior to your employment, you will be required to provide to your employer documentation of your identity and employment eligibility in order to comply with the Immigration Reform and Control Act of 1986.

UPDATE OF CONTACT INFORMATION: It is your responsibility to update your contact information (address, phone, email) so that we can contact you about jobs. Please visit the Update Contact Information (<http://www.jobaps.com/MGM/NewRegPages/IDPassfind.asp?from=UpdateEmail>) page to log in and update to your contact information at any time.

()


Click on a link below to apply for this position:

**Fill out the Supplemental Questionnaire and Application NOW
using the Internet.**
**([https://www.jobapscloud.com/MGM/newregpages/termsfuse.asp?
RecruitNum1=21&RecruitNum2=CI7182&RecruitNum3=01](https://www.jobapscloud.com/MGM/newregpages/termsfuse.asp?RecruitNum1=21&RecruitNum2=CI7182&RecruitNum3=01))**

> [Apply Online](#)

Powered by  (<http://www.jobaps.com>)

©JobAps, Inc. 2021 - All Rights Reserved.

E-mail (<mailto:personnel@montgomeryal.gov?subject=Announcement>) | Phone: (334) 625-2675 |
8am - 5pm M-F | Powered by  (<http://www.jobaps.com>)