

## **Library Director St. Bernard Parish Library**

3121 E Judge Perez Dr, Meraux, LA 70075, USA

Salary • \$75,000 - \$95,000 per year (Commensurate with Education and Experience)

- Offered full-time benefits package, including health insurance, retirement plan, paid vacation, and sick leave

Interested applicants should submit a resume and cover letter to [send@mysbpl.org](mailto:send@mysbpl.org) by January 31 to be considered for this position. Please title all attached files and include your "LAST NAME" in the subject line.

### **General Information**

Under the direction of the Library Oversight Board (Library Board of Control), performs administrative and professional work in directing the operation of the St. Bernard Parish Public Library system. Work involves responsibility for planning, organizing, coordinating, and directing the operations of the library, including its physical branch and any mobile or outreach services. The library provides services to residents of St. Bernard Parish, a community of approximately 45,000 located just southeast of New Orleans, requiring considerable planning and coordination to maintain a high level of diversified services. Work is performed with a high degree of independent judgment and initiative within the general policy framework. Work also is reviewed through the evaluation of results obtained.

### **Essential Duties and Responsibilities**

Plans, organizes, coordinates, and directs the operation of the St. Bernard Parish Public Library. Oversees the preparation of the organization's budget and maintains budgetary expenditures. Establishes departmental policies and procedures; formulates book selection and acquisition policies and standards; recommends level of services to be offered; interprets library services, programs, and resources to the Library Board and citizens. Directs the employment, supervision, training, and termination of staff. Creates agendas, administers and takes minutes for meetings of the Library Board and provides advice and makes recommendations. Works collaboratively with parish agencies and community organizations to develop programs and services that meet the needs of the community. Directs an active and continuing public relations program including press and radio releases, programs, and articles in magazines and journals. Develops long-range objectives and plans, and initiates implementation of developed plans and policies. Ability to develop, implement, and evaluate short and long-range plans for library services, facilities, and programs. Supervises the establishment and maintenance of important records and reports. Maintains current on all local, state, and federal law as it applies to public libraries.

Additional specific responsibilities include:

- Managing library staff, including hiring, performance evaluations, and professional development.

- Overseeing daily library operations to ensure efficient and effective service delivery.
- Managing the usage and scheduling of public meeting rooms and event spaces, including a 100-person large meeting room in the new facility.
- Reimagining and optimizing library usage beyond traditional books, such as transforming spaces into community hubs for digital resources, makerspaces, workshops, and collaborative areas.
- Developing and implementing new programming for all ages, including educational, cultural, recreational, and technology-focused initiatives to engage diverse community members.
- Managing the maintenance and upkeep of the newly constructed \$13 million, 25,000-square-foot building, including facilities oversight, vendor coordination, and ensuring compliance with safety and accessibility standards.
- Oversees preparation and submittal of Library's annual financial audit.

## **Necessary Knowledge, Skills, and Abilities**

Knowledge of the modern principles, methods, and practices of public library administration. Knowledge of library classification and cataloging techniques and practices. Knowledge of public administration and office management, practices, and equipment as related to a library. Knowledge of books, the book trade, and the reprint and out-of-print markets. Ability to determine the library needs of the community served and to develop a selection policy responsive to that need. Ability to plan, organize, direct, and coordinate the activities of a library system in a manner beneficial to full performance and high morale. Ability to delegate authority and responsibility and to schedule and program work on a long-term basis. Ability to express ideas clearly and concisely, orally and in writing. Ability to establish and maintain effective working relationships with employees, other local government officials, and the general public.

Additional skills include strong leadership with an approachable, honest, and respectful style; a sense of humor, intellectual curiosity, and eagerness to explore new ideas; passion for community service with a clear vision of the library's future; and the ability to see the "big picture" while following through on plans.

## **Education and/or Work Experience Requirements**

Master's degree in library science from an ALA-accredited institution preferred, or an equivalent graduate degree in business administration (MBA), public administration (MPA), or a related field. Minimum of four years of progressively responsible experience in professional library work or administrative roles, including at least two years in a supervisory or leadership capacity. Certification by the Louisiana Board of Library Examiners is not required but may be considered an asset; must be achievable within the first year of hire if pursued.

St. Bernard Parish Library is an equal opportunity employer.

Assessment tests may be sent via email after the completion of the application.

## **Physical Demands and Work Environment**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee is regularly required to talk and hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools or controls; the employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus.

The noise level in the work environment is usually moderate.

## **Disclaimer**

This job description in no way states or implies that these are the only duties to be performed by the employee incumbent in this position. Employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent will possess the skills, aptitudes, and abilities to perform each job duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.