

Librarian III – Central Library Manager

This position is responsible for all operations of the Central Library. Areas of responsibility include directly supervising the Circulation, Adult, and Youth Services department heads and coordinating the operations of each department, training and developing staff, marketing collections and services, ensuring the delivery of quality library materials and services to the public, and managing general/routine branch related facility/security issues. Assists in directing Central Library departmental services including public programming, community outreach, circulation, reference services, and collection management. This position may assist branch managers system-wide with public service questions and issues.

For complete job description, see <http://www.bossierlibrary.org/job-opportunities>.

Bossier Parish Libraries (BPL) Mission

The mission of Bossier Parish Libraries is to open doors to ideas and information by providing access to an array of materials, programs, and technologies that inform, educate, and entertain.

Vision

Our vision is to be Bossier Parish's leading source of information and learning to enable the community to imagine, explore, and discover the world.

About BPL

This is an exciting time to be a part of the BPL team! Made up of seven libraries and a History Center, the library system is growing to meet the demands of a fast growing parish in Louisiana. Bossier Parish is investing in its libraries through a series of capital improvements and an increase in services. With a plan for an innovative and future-focused expansion, BPL's Central Library is set to increase technology access, digital literacy, programming, and customer service over the course of the next two years. Over 400,000 people visited our locations and 1,350 programs were offered in 2017. Come grow with us at BPL's Central Library!

LIVING IN BOSSIER

Bossier-Shreveport is uniquely situated as the hub – for culture and commerce – in the three-state region, known as the [Ark-La-Tex](#). Located in the northwest corner of Louisiana, Bossier-Shreveport is centrally located among major metropolitan areas such as Dallas/Fort Worth, Houston, Little Rock, Jackson, Baton Rouge and New Orleans. Bossier-Shreveport is located at the intersection of Interstate 20 and Interstate 49 with Interstate 220 providing a loop around the twin cities. Situated on the Red River, a navigable waterway with access to the Mississippi River, Bossier is a growing city in the heart of it all! In addition to that, the climate in [Bossier-Shreveport is humid subtropical where rainfall is abundant and boasts an average](#) of 211 sunny days per year. Life in Bossier is enjoyable for both the single person and the family. There is a little of everything here so no one will be wanting for entertainment. Our region boasts numerous gated communities, lavish estates, lakefront and golf course views, charming patio homes, and historic districts – offering residents diverse options and affordable living. Our myriad of fine neighborhoods to choose from will keep you within minutes of everything you could want or need.

QUALIFICATIONS *(for complete list of required qualifications, see job description):*

- Master of Library Science from an ALA-accredited institution
- Public library service experience with documented evidence of managerial and administrative effectiveness
- Knowledge of library practices and principles

All offers of employment are contingent upon the successful completion of a substance abuse test and criminal background check.

SALARY: \$48,734.40 annually

BENEFITS:

Vacation and sick leave, holidays, medical, dental, and life insurance, retirement and education allowance.

TO APPLY:

- Please read the detailed information on completing the application and pre-employment testing on our website at: <http://www.bossierlibrary.org/job-opportunities>.
- Complete Employment Application and Pre-Employment Testing at this link: <https://www.ondemandassessment.com/link/index/JB-1SR8IPG9I>. Incomplete applications and testing will not be accepted.

Current employees of Bossier Parish Libraries interested in applying for an open position can submit a letter of intent to:

Leslie Ivy, Administrative Assistant

Email: libadmin@bossierlibrary.org

DEADLINE TO APPLY: This position is open until filled.

THE BOSSIER PARISH LIBRARY IS AN EQUAL OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.

JOB TITLE: Central Library Manager
CLASSIFICATION: Librarian III
LOCATION: Central Library
REPORTS TO: Associate Director of Public Services

JOB SUMMARY

This position is responsible for all operations of the Central Library. Areas of responsibility include directly supervising the Circulation, Adult, and Youth Services department heads and coordinating the operations of each department, training and developing staff, marketing collections and services, ensuring the delivery of quality library materials and services to the public, and managing general/routine branch related facility/security issues. Assists in directing Central Library departmental services including public programming, community outreach, circulation, reference services, and collection management. This position may assist branch managers system-wide with public service questions and issues.

LEADERSHIP AND MANAGEMENT

1. Performs job tasks, make decisions and support the success of the entire Library system and its overall goals
2. Understands and enforces the Library's policies and procedures, while safeguarding confidential and restricted information
3. Sets long- and short-range goals, objectives, strategic plans, and priorities and keeps staff and administration informed of these goals and plans
4. Contributes to a productive workforce through effective recruitment and selection
5. Leads and empowers employees to deliver effective, high-quality library service
6. Establishes effective strategies for performance management
7. Understands and applies legal standards and requirements for performance management
8. Demonstrates critical thinking, problem solving, decision making, and mediation skills and techniques
9. Contributes effective strategies and decisions regarding library services and resources
10. Aligns efforts with the vision and direction of the organization
11. Demonstrates an aptitude for leadership
12. Anticipates and adapts to change and challenges effectively

COMMUNICATION AND INTERPERSONAL

1. Develops and evaluates standards and practices for the delivery of quality customer service
2. Communicates effectively with a variety of audiences and individuals from diverse backgrounds
3. Applies effective techniques to address difficult situations with users
4. Develops and maintains effective relationships with others to achieve common goals
5. Works effectively in teams with strong team-building skills and attitudes
6. Applies effective strategies to manage organizational politics, conflict and difficult staff behaviors

PUBLIC SERVICES

1. Works with the Community Engagement Department to define and implement outreach services for the library community to increase use of the library services and to reach underserved populations
2. Designs, implements and sponsors library programs that offer information, special skills or entertainment for all age groups
3. Assists users with choosing popular and recreational reading, viewing and listening choices
4. Develops strategies and sources to stay well-informed as a readers' advisor
5. Facilitates library users' requests for information
6. Provides search and retrieval of requested information and presents results that are clear and of appropriate scope

7. Builds and maintains a collection of resources in many formats based on a determination of community needs
8. Provides informal instruction and assistance to build skills of library users

COMMUNITY RELATIONS

1. Demonstrates the impact and value of the library to the community through ongoing evaluation and assessment of library services
2. Builds support for the library, using the most appropriate methods among a variety of groups by communicating the value of library services, products and policies to library staff, key stakeholders, user groups and the community

FACILITIES

1. Creates a welcoming and user-friendly physical environment that encourages all community members to use library services
2. Creates and maintains a healthy and safe environment for library staff and users

TECHNOLOGY

1. Demonstrates computer and technology skills necessary for effective communications and presentations
2. Familiarity with emerging technological trends and tools
3. Supports access to Internet and electronic resources
4. Keeps informed about issues, services, emerging technologies, research and innovations related to libraries and relates these ideas, procedures, or projects to the library's mission

OTHER RESPONSIBILITIES:

1. Understands and acts in accordance with the basic values, ethics, policies and procedures of library
2. Participate in local, state, and national professional organizations to strengthen skills, interact with fellow professionals, and contribute to the profession
3. Pursue professional development and continuing education opportunities
4. Perform related work as required by supervisor
5. Keeps Administration informed of branch activities

EDUCATION, EXPERIENCE, and KNOWLEDGE:

1. Master of Library Science from an ALA-accredited institution
2. Public library service experience with documented evidence of managerial and administrative effectiveness
3. Knowledge of library practices and principles

JOB STANDARDS:

1. Professional commitment to develop high quality and high impact public library services, which promote individual and community success
2. Demonstrates collaborative, straight forward, team oriented leadership and supervisory methods
3. Models/develops/maintains excellent customer service
4. Models and maintains a positive, friendly and cooperative attitude to staff and patrons
5. Demonstrates positive attitude towards library technology and change
6. Promotes a positive library image in the community
7. Performs job in keeping with the policies and procedures of the Bossier Parish Police Jury and Bossier Parish Library
8. Must be at work on time at regular scheduled hours
9. Ability to interact with patrons/staff effectively and courteously at all times
10. Ability to respond to a wide variety of practical problems and unpredictable circumstances

11. Ability to operate general office equipment such as computers, photocopiers and fax machines with minimal training
12. Ability to lift and move heavy objects, stoop, bend, move books and sit or stand for prolonged periods of time
13. Ability to perform essential job functions with or without accommodation

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this position. This person may be requested to perform job-related responsibilities and tasks other than those stated in this job description. It also does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Bossier Parish Library Administration Only	
Classification	Librarian III
Title	Central Library Manager
Pay Range	Range 19
FLSA status	E
Last revised	10-15-18

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