Director of Library Services -Waco-McLennan County Library - Waco, TX
Submitted by Amigos on Fri, 10/24/2014 - 16:32

Director of Library Services — Full Time — Library Services Administration

**Hiring Salary:** $2,050.16 - $4,506.35/Bi-wkly

**REQ #:** 9305 — 1 Position(s)

**Supervisor:** Johnson

**Posted Date:** 9/22/2014

**Reposted Date:** 10/24/2014

**Closing Date:** 12/9/2014

**Hours:** Monday-Friday, 8:00am-5:00pm, with additional hours as required.

The City of Waco, is seeking an enthusiastic, motivated, innovative leader with excellent interpersonal relationship skills who can interface with a wide array of stakeholders to fill the position of Director of Library Services. The ideal candidate for this position is an innovative, tech savvy, enterprising and resourceful leader who will prioritize developing and empowering staff. In addition, the qualified applicants must have strong organizational and interpersonal skills with proven ability to motivate, work in a team environment to build partnerships, present leadership and team-building skills through hands-on supervisory/management experience with demonstrated ability to make sound management decisions, find solutions, and make service enhancements, while exercising sound judgment in dealing with staff, patrons, and situations in a multi-building community library system. Demonstrated success in engaging positively with library and community constituencies including the local governing authorities, community leaders and organizations, library staff, library patrons and the general public is a must. Additionally, the ideal candidate must be an excellent, politically astute communicator with the proven ability to work effectively with elected officials, state and local agency representatives, other City departments, co-workers, community and business leaders and citizens as needed or requested.

**Principal Responsibilities**

Leads library development and community relations functions:

- Works in conjunction with the Library Commission and the Friends of the Library as an ex officio board member to develop and implement long-range plans, goals, objectives, and policies for the Library.
- Collaborates with Friends of the Library, corporate donors, and individuals to raise library funds.

Coordinates and conducts a variety of project management duties:

- Prepares, presents, and implements long-range goals and plans for the improvement and/or expansion of library facilities and information technology resources.
- Works with other City departments to plan, coordinate, implement, and oversee library construction and renovation projects.
- Prepares Requests for Proposals; participates in the negotiation of contracts for library architectural and library automation services.

Oversees the Department’s personnel and staffing functions:

- Hires, trains, supervises, and evaluates the performance of assigned personnel.
- Establishes and ensures employees meet service delivery standards.
- Provides technical guidance, assistance, and staff development opportunities to library employees.
- Ensures staff and volunteers are treated in a fair and equitable manner.
- Monitors and ensures the department operates in accordance with the City's policies and procedures.

Conducts a variety of budgeting and financial management tasks:

- Prepares, presents, and justifies budget requests to the City.
- Tracks and monitors budgetary expenditures; ensures departmental expenses are appropriately aligned to meet established annual goals.
- Monitors and ensures the department maintains compliance with the City's financial policies and procedures.
- Manages and administers various types of grant funding projects; prepares grant applications and reports.

Must follow City and departmental policies and procedures and may perform other related duties as assigned. Works in a climate controlled indoor environment, however, temperatures may vary, periodically. May be exposed to a variety of odors; stale smoke, or chemicals, as well as mold, mildew, dust, loud and/or constant noises, and communicable diseases.

**Submitting An Application**

Applicants must submit a completed City of Waco application in order to be considered for this position. Resumes may be attached to the completed application, but not in lieu of one. If a resume is attached, all questions on the application must still be answered completely. Applications are available online at the City's website, or at the City of Waco Human Resources Department located at 300 Austin Avenue. Applications may be submitted by e-mail as an attachment to jobs@ci.waco.tx.us, fax to 254-750-5737 or by mail to City of Waco, Human Resources Department, PO BOX 2570, Waco, TX 76702. EOE

**Required:**
Driver’s License: Valid Class C Texas DL

**Education:**
Graduation from an accredited American Library Association college or university with a Master's degree in Library Science is required.

**Experience:**
Seven years of progressively responsible library experience; five of which shall have been in a
supervisory capacity which should include experience in supervising staff and staff functions, with responsibility for planning, developing, and operating a public library.

**Certifications:** No certifications required.

**Testing:** No testing required

**Physical Demands:** Light