

Under the direction of the Library Board of Control, performs administrative and professional work in directing the operation of the Parish Library system. Work involves responsibility for planning, organizing, coordinating, and directing the operations of a library system, including physical and mobile library branches. The library system provides services to parish residents, which require 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 is also reviewed based on the results obtained.

This position starts in early Fall of 2026. Applicants are subject to public interview processes.

Essential Duties and Responsibilities

1. Plans, organizes, coordinates, and directs the operation of a diversified library system for Livingston Parish.
2. Oversees the preparation of the organization's budget and maintains budgetary expenditures.
3. Establishes departmental policies and procedures; formulates book selection and acquisition policies and standards; recommends the level of services to be offered; interprets library services, programs, and resources to the Library Board and citizens.
4. Directs the employment, supervision, training, and termination of staff.
5. Attends meetings of the Library Board and provides advice and makes recommendations.
6. Works collaboratively with parish agencies and community organizations to develop programs and services that meet the needs of the community.
7. Directs an active and continuing public relations program, including press and radio releases, programs, articles in magazines and journals, and social media.
8. Develops long-range objectives and plans, and initiates implementation of developed plans and policies.
9. Ability to develop, implement, and evaluate short and long-range plans for library services, facilities, and programs.
10. Supervises the establishment and maintenance of important records and reports.
11. Maintain current on all local, state, and federal law as it applies to public libraries.

Necessary Knowledge, Skills, and Abilities

1. Knowledge of the modern principles, methods, and practices of public library administration.
2. Knowledge of library classification and cataloging techniques and practices.
3. Knowledge of public administration and office management, practices, and equipment as related to a library, as well as basic financial reporting, accounting, and grant writing.
4. Knowledge of books, the book trade, and the reprint and out-of-print markets.
5. Ability to determine the library needs of the community served and to develop a selection policy responsive to those needs.
6. Ability to plan, organize, direct, and coordinate the activities of a diversified library system in a manner beneficial to full performance and high morale.
7. Ability to delegate authority and responsibility and to schedule and program work on a long-term basis.
8. Ability to express ideas clearly and concisely, orally and in writing, and to deliver effective public presentations.
9. Ability to establish and maintain effective working relationships with employees, other local government officials, and the general public.

Required Education and Work Experience

- Master's degree in Library Science.
- Four years of progressively responsible experience in professional library work.
- Certification by the Louisiana Board of Library Examiners [to be achieved within the first year of hire].

Preferred Work Experience

- Two years of experience working in library administration.
 - Experience supervising a large number of library staff.
 - Experience with oversight and maintenance of one or more library facilities.
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Livingston Parish Library is an equal opportunity employer.

Conditions of employment: completion of assessment test, transcripts of degree earned (if applicable), and successful completion of background, credit, and motor vehicle check.

Assessment tests are sent via email after the application is completed.

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 hand 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.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees 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 incumbents 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.