



**ESCAMBIA COUNTY**  
Department of Human Resources  
221 Palafox Place, HR Suite 200  
Pensacola, FL 32502-5835  
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609-0603

<http://www.myescambia.com/jobs>

**INVITES APPLICATIONS FOR THE POSITION OF:  
Library Director**

*An Equal Opportunity Employer*

**RECRUITMENT RANGE**

\$81,039.00 - \$94,161.00 Annually

**FULL SALARY RANGE:** Excellent Benefits

**ISSUE DATE:** 04/13/15

**FINAL FILING DATE:** Tue. 05/12/15 11:59 PM Central Time

**THE POSITION**

Manages and directs the activities of the West Florida Public Library (WFPL) through lower level managers and supervisors, including strategic planning, policy development and implementation, fund allocation, and personnel management. Reports directly to the County Administrator.

For more information about the county and the library, please see the **Library Director Recruitment Profile**

**EXAMPLES OF DUTIES**

Administration of the West Florida Public Library as designated by the Board of Governance (BOG) and approved by the Board of County Commissioners. The following are several examples of duties identified by the BOG:

The Library Director oversees day-to-day operations of the WFPL, and is responsible for the administration, supervision, management, and coordination of all branch libraries and personnel.

Develops and implements a long range plan, an annual plan of service, and an annual budget.

Identifies issues and alternatives that may relate to the policies, advocacy, goals, or programs, and bring such matters before the BOG.

Renders and submits reports and recommendations of such policies and procedures, which, in the opinion of the Director, will improve efficiency of the library's service to the public, and for the operation of the library under the financial conditions contained in the annual budget.

Under the direction of the County Administrator, shall carry out policy established by the BOG and the Board of County Commissioners. Writes and enforces administrative regulations or procedures governing the WFPL.

Ensures minutes and records of BOG meetings are preserved. Reviews and submits for approval the draft minutes for each BOG meetings.

Serves as liaison to the local Friends of the Library groups.

Supervises staff including prioritizing and assigning work, conducting performance evaluations, ensuring staff training, ensuring that employees follow policies and procedures, maintains a healthy and safe working environment.

Makes hires, terminations, and disciplinary recommendations using established County guidelines.

Directs departmental activities including planning, coordinating, administering, and evaluating the following: programs, projects, processes, procedures, systems, standards, and/or service offerings.

Ensures compliance with applicable Federal, State, and Local laws, regulations, codes, and/or standards.

Provides assistance to the County Administrator as requested.

Responds to requests for information and provides guidance to other departments, consumers, the general public, and/or outside agencies.

Evaluates and communicates the impact of potential legal or regulatory changes as applicable to the Library.

Develops and administers budgets, approves expenditures, reviews financial statements, and manages financial operations.

Performs related work as required.

### **QUALIFICATIONS**

#### **Training and Experience:**

Graduation from an American Library Association accredited college or university with a Master's degree in Library Science. A minimum of ten years of professional work experience in a public library open to the public for a minimum of 40 hours per week; preferred five years of full-time paid managerial experience, after completing the accredited Master's degree in Library Science. Experience in library operations, budgeting and employee supervision is preferred. Demonstrate interest in professional development through attending workshops and conferences.

#### **Licensing Requirements:**

Valid driver's license

#### **Knowledge, Skills, and Abilities:**

- Ability to motivate, establish and maintain effective working relationships with associates, supervisors, volunteers, other community agencies and the public
- Direct, coordinate, plan, and administer a multi-facility library program
- Desire to meet and serve the library's diverse user community
- Thorough knowledge of the principles, practices, and methods of library science and administration, including such phases as general reference, classification, cataloging, acquisition, circulation, and children's library work
- Knowledge of the principles and practices of public administration and local government administration

- Knowledge of the library philosophy and techniques of library service
- Managerial, budgetary, leadership principles
- Prioritizing and assigning work
- Interpreting and applying applicable laws, rules, and regulations
- Directing and managing change and sensitive topics
- Analyzing complex information
- Analyzing process and making recommendations for improvement in systems, procedures, and work flow
- Reading, comprehending, and reviewing financial information
- Making program decisions based on financial considerations as well as community needs
- Adapting to rapidly changing environments
- Mediating conflict
- Ability to use a computer, library software, and Microsoft Office programs
- Developing and implementing strategic plans
- Communicate effectively and concisely, both orally and in writing
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction
- Ability to exercise initiative and independent judgment, and willingness to find and implement creative and non-traditional solutions to challenges
- Ability to interpret community interests and needs and to provide appropriate library services
- Demonstrate knowledge of library materials and resources
- Creativity to develop and implement library programs and services
- Employs management techniques effectively in directing, planning, organizing, staffing, coordinating, budgeting, and evaluating the library's operation

### **SUPPLEMENTAL INFORMATION**

#### **Physical Requirements:**

Positions in this class typically require: reaching, standing, walking, lifting, fingering, grasping, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.myescambia.com/jobs>

OR

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EXAM #041315  
LIBRARY DIRECTOR  
JF