

**LINCOLN PARISH LIBRARY  
LIBRARY DIRECTOR OPENING**

The Library Director for the Lincoln Parish Library is appointed by the Lincoln Parish Library Board of Control, which consists of nine (9) members. The Board is seeking a Library Director with experience, talent, and demonstrated leadership to continue the legacy of our Lincoln Parish Library and evolve our library as a valuable community partner and resource.

**Application Period:** Applications will be accepted from **March 1, 2022 through April 29, 2022** unless an extension of the application period is necessary. See attached **Hiring Timeline** for additional information.

**Application Content:** Applications must consist of the (1) a cover letter, (2) resume, (3) list of five professional references, and (4) a completed **Applicant Information Form**, which is attached hereto.

**Application Submission:** Completed applications or any questions regarding the position or application submission shall be submitted to Amy Miller at [amy@coylemillerlaw.com](mailto:amy@coylemillerlaw.com).

**Qualifications:**

1. MLS/MLIS from an ALA-accredited program.
2. Certification by the Louisiana State Board of Library Examiners (or ability to attain certification within first year of employment).
3. Experience as director or assistant director preferred.
4. Communication skills, fiscal knowledge including budget management, technology knowledge and skills including familiarity with current library technologies and trends, and ability to develop and maintain effective working relationships with the Board of Control, Lincoln Parish Policy Jury, other parish agencies, officials, organizations, businesses, and the public.
5. See attached **Job Description** with additional information.

**Compensation:** The Library Director salary will be based on qualifications and experience up to \$80,000.00 plus an additional competitive benefits package. Any costs associated with applying, interviewing, or relocating are the responsibility of the applicant.

**About Lincoln Parish Library:** Since 1962, the Lincoln Parish Library has served as a vital institution by providing essential resources and programming to residents. The library facility is located directly off Interstate 20 in an accessible and visible location with additional Outreach Services to serve the entire parish population of over 46,000 residents. Our facility also includes the Lincoln Parish Library Events Center with over 12,000 square feet of meeting room spaces for events, conferences, and gatherings of all sizes. LPL currently operates with an annual budget of approximately \$1.9 million generated by property tax revenues through a dedicated 4.49 millage rate recently renewed for ten years by voters in 2021.

**About Lincoln Parish:** Lincoln Parish is located in the heart of North Louisiana with the City of Ruston serving as the parish seat. Our community is a treasured asset with a small-town feel but dominant presence in the region. Well-known for our peaches and piney woods, Lincoln Parish is also home to Louisiana Tech University, Grambling State University, a Louisiana Delta Community College campus, and award-winning schools of every variety—public, private, laboratory, and Montessori. Lincoln Parish is truly part of the Sportsman’s Paradise and offers recreational opportunities for every age with parks, lakes, biking trails, a nationally acclaimed golf course, venues for equine and livestock events, and a new state of the art sports complex. In historic downtown Ruston, you will find unique shopping and dining destinations and entertainment, including Dixie Center for the Arts, Ruston Farmers Market, Railroad Park, and more. Our parish continues to excel and grow in education, business, and entertainment while maintaining its traditional charm. For more information about Lincoln Parish, please visit the Lincoln Parish Police Jury ([lincolnparish.org](http://lincolnparish.org)), Ruston Lincoln Convention & Visitors Bureau ([rustonlincoln.com](http://rustonlincoln.com)), or Ruston Lincoln Chamber of Commerce ([rustonlincoln.org](http://rustonlincoln.org)).

**LINCOLN PARISH LIBRARY  
LIBRARY DIRECTOR OPENING  
HIRING TIMELINE**

|   |   |
|---|---|
| <p>March 1, 2022 through April 29, 2022</p> | <p>Application Period.</p> <p>During this period, the job posting will be posted/advertised through (1) the Policy Jury website; (2) the Lincoln Parish Library website; (3) the State Library website; (4) Ruston-Lincoln Chamber of Commerce; and (4) Ruston Leader.</p> <p>All application are due by April 29, 2022.</p>  |
| <p>April 30, 2022 through May 17, 2022</p>  | <p>The Application Committee will review all applications to prepare a non-binding recommendation to the Board of approximately 4-5 candidates or less to be interviewed.</p> <p>The proposed Application Committee may consist of (1) Dr. Augusta Clark; (2) Richard Durrett; (3) Amy Miller; (4) Jan Canterbury; (5) Sandra Dupree; (6) Sam Williams; and (7) Dan Hollingsworth.</p> <p>Application Committee meeting(s) will be noticed as required for public meetings.</p> <p>If applicable, Applicants will receive twenty-four (24) hours notice of their application being reviewed by the Application Committee in executive session and the option to have their application reviewed in an open meeting.</p> |
| <p>May 18, 2022</p>                         | <p>Special Meeting of the Board of Control. The Application Committee will announce its recommendation to the Board. The Board will select approximately 4-5 candidates or less to be interviewed and dates for interviews to take place.</p>   |
| <p>May 19, 2022 – June 2, 2022</p>          | <p>Interview Period.</p> <p>Applicants selected for interviews will be interviewed by the Board and any members of the Application Committee who wish to participate.</p> <p>Interview dates will be noticed as required for public meetings.</p> <p>Interviews may be conducted electronically or by phone as needed. Interviewees will be responsible for their own costs or expenses associated with attending interviews.</p> <p>If applicable, Interviewees will receive twenty-four (24) hours notice that their interview will take place in executive session and the option to have their interview take place in an open meeting.</p>   |
| <p>June 3, 2022</p>                         | <p>Special Meeting of the Board of Control to either (1) appoint a Library Director and establish start date for same or (2) identify candidates for second interviews. Executive session with proper notice may be utilized.</p>   |
| <p>June 6, 2022 – June 14, 2022</p>         | <p>Second Interview Period (if needed).</p>   |
| <p>June 15, 2022</p>                        | <p>Special Meeting of the Board of Control to appoint a Library Director (if not previously appointed) and establish start date for same. Executive session with proper notice may be utilized. If a Library Director cannot be appointed at this time, an additional hiring timeline will be developed as needed.</p>  |

**LINCOLN PARISH LIBRARY  
LIBRARY DIRECTOR OPENING  
APPLICANT INFORMATION FORM**

*Please provide the following information on this form or separate page(s) as needed.*

Full Name:

Address:

Phone Number:

E-mail:

On what date would you be available to begin work?

Are you available to interview in-person or remotely by video or phone? Please review the attached Hiring Timeline and advise of any date conflicts you may have for interview periods.

Names and relationships of any relatives currently employed by the Lincoln Parish Public Library:

Education, including (1) names of all institutions attended, (2) date(s) of graduation, (3) degrees or certificates earned; and (4) and other relevant honors, awards, or information:

Employment History, including (1) name and contact information of any current or former employer in the last ten years or more if relevant, (2) whether you consent to the employer being contacted, and (3) a statement regarding your (a) position, (b) duties, (c) reasons for leaving if applicable, and (d) any other relevant information related to the employment:

List any relevant certifications, qualifications, or other special skills:

**LINCOLN PARISH LIBRARY  
LIBRARY DIRECTOR OPENING  
JOB DESCRIPTION**

**General Summary**

- Under the direction of the Lincoln Parish Library Board of Control (herein referred to as “Board”), the Library Director is directly responsible for the administration and management of the Lincoln Parish Library.

**Essential Functions and Responsibilities**

- Oversees and evaluates the operation of the library as a whole
- Develops library policies, procedures, and practices and implements them upon approval of the Board
- Prepares annual budget for approval by the Board and Police Jury
- Administers and monitors expenditures of funds
- Utilize the Police Jury for building maintenance, purchasing and IT support
- Supervises the staff of the Lincoln Parish Library directly and through other supervisory personnel
- Develops and implements effective administration programs and procedures in collaboration with management team
- Promotes staff development at all levels
- Implements Board personnel policies, including recruiting, interviewing, hiring, overseeing training, evaluating performance, and termination decisions
- Maintains confidentiality of all patron records and transactions
- Solicits bids for purchases and services
- Responsible for collection development and maintenance
- Develops and oversees library technology while balancing new and traditional formats and services
- Serves as a spokesperson and advocate for the library throughout the community
- Enforces library policies and takes appropriate action in case of infringement
- Represents and maintains active involvement by the library in local consortiums, including Trail Blazer Library System and Green Gold Library System
- Represents the library and participates as needed in meetings and conferences of state, regional, and national professional library associations
- Oversees maintenance and improvement of library facilities, property, and equipment to ensure compliance with federal, state, and local codes and safety regulations
- Approves all purchases for payment
- Implements regular staff meetings
- Attends all Library Board meetings and serving as Secretary to the Board when called upon to do so
- Reviews and approves adult, children’s, and teen’s programs and activities and assists with planning and facilitating as needed
- Works closely with the Friends of the Library
- Prepares and submits reports and statistics to the Library Board, the State Library, and the Police Jury as required or needed
- Responds to citizens’ questions and comments in a courteous and timely manner to resolve problems and issues as needed and in accordance with library policies
- Approves press releases and assists with preparing press releases and/or media relations as necessary
- Reports to the Library Board on the activities of the library and library staff
- Reads professional materials to update and maintain knowledge and skills
- Public records management
- Supports and assists all departments of the library as necessary, including but not limited to developing the structure, function, and duties of library staff department(s) as needed

## **Knowledge, Skills and Abilities**

- Knowledge of the theories, principles, and objectives of library science
- Knowledge of current trends and developments in the library field
- Knowledge of management principles and practices
- Knowledge of supervision, training, staff utilization, and general human resource principles
- Knowledge of online automations, reference sources, and literature for all ages
- Knowledge of cataloging and classification
- Working knowledge of public and media relations procedures
- Broad experience in collection development and programming
- Skills related to the organization of people, processes, and tools in a public library setting
- Ability to establish and maintain effective working relationships with the library employees, the Board, the Policy Jury, other agencies, officials, businesses, and organizations, and the public
- Ability to communicate effectively and timely both verbally and in writing
- Ability to analyze library services in relation to needs of the community and to redirect library services consistent with public needs and established library policies
- Ability to deal patiently and tactfully with management team, elected officials, outside agencies, citizens, and the press
- Skills in public speaking and presentations
- Skills in leadership, motivation, and coordination of others
- Ability and willingness to learn quickly how to utilize new skills and knowledge brought about by rapidly changing information and/or technology
- Positive enthusiastic approach to public services and library leadership
- Integrity, honesty, perseverance, and ingenuity in the performance of tasks