



THE CITY OF DESOTO, TEXAS IS HIRING A LIBRARY DIRECTOR



Welcome to DeSoto, Texas.

Nestled among trees and the rolling hills of southwestern Dallas County, DeSoto offers attractive housing, welcoming neighborhoods, a great school system, and updated parks.

The Community

Enjoy living in a city with an engaged, diverse population where the cost of living is low and the quality of life is high. The City of DeSoto provides ample opportunities for you to live well and become part of this All-America City.

You can have that small-town feel even while you are close to the big-city attractions of Dallas. Just a 15-minute drive north lets you enjoy the art museums, cultural events, concerts, and sports events. Afterwards, you can escape the traffic and noise as you head home to DeSoto.

City government is civic-minded and provides numerous services, facilities, and events to foster a tightly knit, stable community. With a cost of living in line with the national average, DeSoto has much to offer in recreation, housing, healthcare, education, and more. In fact, generation after generation of hard-working families choose to stay in our city or return after college to build a career and family.

Education

With a current enrollment of over 8,700 students, the DeSoto Independent School District is a small, suburban district 15 miles south of Dallas. The 23 square mile district serves students in the communities of DeSoto, Glenn Heights, and Ovilla with ten campuses:

- High School (10-12)
- Freshman Campus (9)
- Three Middle Schools (6-8)
- Seven Elementary Schools (PK-5)

The district enjoys community support of academics and athletics, along with taxpayer support for upgraded facilities, technology, and instructional. Every school provides outstanding academic instruction supported by pyramids of intervention, enrichment, and privileges.

Seven Private Schools are also located in the area, and eight higher education schools are nearby.

Demographics

- Population: 49,047
- Median age: 37.8 years
- Per capita income: \$27,194
- Median household income: \$58,711
- Education for over age 25 population
 - High school graduate: 92.3%
 - College graduate: 28.6%

Library Services

3D Printing

Adult Services

Careers & Higher
Learning

HomeSchool
Resources

Children's Services

Computer Labs &
Free High-Speed
WiFi

Everything Teen
Expo

Lifelong Learning

Teen Services

Wireless Printing

Mission

To provide books, materials, programs, and services to residents of all ages to assist in their pursuit of information and resources to meet their educational, cultural, recreational, and professional or vocational needs.

Vision

To create a dynamic environment in which the Library creates value within the community and city government and provides the resources to enable information dissemination and facilitates recreational, vocational, cultural, social, and educational activities.

Key Issues, Challenges, and Critical Success Factors

The Library believes that it is important to transcend the idea of a bricks and mortar operation and take the services out into the community so community members can access us in any manner that works for them. We intend to be customer oriented, innovative, and adaptive in our method to providing and to create an entrepreneurial approach to the delivery of library services.

Current Departmental Priorities and Projects

- Continuing to develop partnerships with neighboring library systems.
- Establishing a clear vision for the library and aligning resources, staff, and partnerships with that vision.
- Aligning the collection with changes in community demographics and usage trends.
- Expansion of the arts in the library.
- Developing an efficient and highly productive staff.
- Providing the right mix of product for the market (materials for checkout and programs).
- Engaging with the community and community groups (including educational institutions).

Service Goals

- Provide courteous and effective service through a trained and enthusiastic staff.
- Information resources, materials, and programs will be conveniently accessible.
- Make available high demand, popular materials in a variety of formats for all ages.
- Provide accurate, timely reference and information services.
- Manage resources and functions effectively to achieve strategic and service goals.



THE POSITION

DESOTO, TEXAS
LIBRARY DIRECTOR

The Library Director reports to a Deputy City Manager and is a member of the City's executive team.

The Library Director is responsible for directing all activities and operations of the DeSoto Public Library. This is accomplished by:

- Directing employee functions and tasks.
- Presenting and administering all budget activities.
- Serving as the chief spokesperson and representative of the library.
- Analyzing operations.
- Providing consultation and recommendation to management, elected officials, boards, and commissions.
- Furthering the objectives of management and elected officials.
- Establishing and enforcing internal controls and processes.

Essential Job Functions

- Plans and directs library activities by establishing priorities and programs; coordinating project meetings; analyzing and recommending staff and resource levels; and monitoring library operations, staffing, and productivity levels.
- Manages all staffing functions by developing and recommending staffing levels; directing and participating in recruiting activities; initiating, monitoring, and evaluating performance; coaching and counseling; establishing and reviewing training activities; and initiating disciplinary proceedings.
- Directs library financial processes by developing and recommending budget and program costs; responding to financial inquiries; interpreting directives; and ensuring compliance with federal, state, and local laws.
- Ensures operation efficiency by configuring and managing resources; participating in strategic planning, technology planning, and results coordination; reviewing and managing responses; and researching and recommending new processes and technologies.
- Develops and maintains relationships with departments, customers, elected officials, and outside agencies by participating in meetings and on committees; preparing and presenting information in public settings; negotiating agreements; reviewing contracts; and responding to complaints and inquiries.



THE IDEAL CANDIDATE

- Master's degree from an accredited college or university in Library Science, Information Science, Public Administration, or related field.
- Minimum of 5-10 years of progressively responsible management and supervisory experience in local government, for a similar size community, or equivalent experience in the academia or private sector for an organization of similar size and complexity.
- High understanding of administration in library services and/or local government.
- Well-rounded background, including overseeing a library branch or library system.
- Experience in implementing successful events and outreach programs.
- Trustworthy and community-minded.
- Go-to person with very strong leadership skills and outstanding communication skills, both verbal and written.
- Professional, but also friendly and outgoing with a sense of humor.
- Resourceful with excellent customer services skills.
- Able to represent the City and interact with the public and make clear and concise presentations to City Council and the public.
- Able to develop and maintain consistent partnerships with the community and demonstrate an understanding of multiple and diverse stakeholder needs.
- Management style who can work without supervision.
- Motivator who works collaboratively with and empowers staff.
- Encourages teamwork and is comfortable getting in the trenches to get the job done.
- Leads by example and always demonstrates honesty, integrity, and diplomacy.

HOW TO APPLY

Compensation: Salary is commensurate with experience and qualifications, along with a competitive benefits package that includes 120 hours of vacation per year, TMRS participation with a 2:1 match, thirteen (13) paid holidays, several insurance benefits options, Flexible Spending and HSA options, and a 457b deferred compensation plan.

To apply, please email your cover letter and resume in .pdf format by Friday, July 22, 2022 by 5 p.m. CST, to bbauer@governmentpros.com. Position is open until filled. Faxed and mailed submissions will not be considered. Direct questions to Bret Bauer at 316-207-0688 or bbauer@governmentpros.com.

The City of DeSoto is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, genetic information, or any other status protected by law or regulation. It is the City's intention that all qualified applicants be given equal opportunity and that selection decisions are based on job-related factors.

For additional information about the City of DeSoto and the Public Library, please visit:

ci.desoto.tx.us

dedc.org

desotoisd.org