



# VERMILION PARISH LIBRARY

PO DRAWER 640 ABBEVILLE, LA 70511  
405 E. ST. VICTOR ST. ABBEVILLE, LA 70510  
337-893-2674 FAX: 337-898-0526

**October 10, 2019**

To Whom It May Concern:

Thank you for your interest in the Vermilion Parish Library Director's position. Attached you will find the following:

Position information:

- Job Summary
- Responsibilities
- Required Qualification and Competency
- Required Qualifications, Training and Education
- Physical Requirements
- Salary and Benefits
- How to Apply

Application Deadline is **October 31, 2019**.

All applications are to be mailed to:  
Vermilion Parish Library  
C/O Board President  
Post Office Box 640  
Abbeville, LA 70511

For any questions regarding the application process or the position, please contact Charlotte Trosclair, Director at 337-893-2674 or [ctrosclair@vermilion.lib.la.us](mailto:ctrosclair@vermilion.lib.la.us).

**A criminal background check and a drug screening are part of the pre-hire process.**

Sincerely  
Charlotte Trosclair, Director  
Vermilion Parish Library  
405 East Saint Victor St.  
Abbeville, LA 70510

**Vermilion Parish Library Director**  
**Job Summary**

This is a full-time executive exempt position. The position of Director of the Vermilion Parish Public Library System is the administrative head for all functions of the Library. The position requires recommending, implementing, and sustaining the policies approved by the Board of Control of the Library. Independent action, combined with judgment, is required on a daily basis within the framework of Library policies. The position reports directly to the Board of

Control, in the legal framework established by the Revised Statutes of the State of Louisiana. Position requires excellent oral and written communication skills, proven fiscal knowledge, an understanding of current library technologies and trends, and the ability to develop and maintain effective working relationships with the Board, library foundation, administrators, supervisors, employees, parish officials and departments, communities, organizations and the public. Under the broad policy guidance of the Board, the Director performs professional and administrative duties in planning, developing, implementing, and directing public library services for the Library's mission to the people of Vermilion Parish. May perform related or other duties as required.

### **Responsibilities**

1. Plans, organizes, coordinates, and directs library service in Vermilion Parish.
2. Evaluates the effectiveness of library services in relation to Louisiana Standards for Public Libraries.
3. Formulates and recommends policies to the Board of Control.
4. Administers library procedure within the framework of library system policy.
5. Submits an annual budget to the Board of Control, and supervises expenditure of funds.
6. Administers personnel policy as determined by the Board of Control and the law.
7. Develops and implements strategic and short range plans for improvement of library service and reports annually to the Board.
8. Represents the library to parish, state, and national organizations and events.
9. Oversees project management (buildings, automation, acquisitions, and new facilities).
10. Encourages and promotes training at all levels to ensure staff development.
11. Promotes marketing an ongoing public awareness of library services and programs.
12. Secures and administers alternate funding sources to include state, federal, and private grants and fund raising efforts.
13. Serves or designates a staff employee to serve as liaison to the Board, the Library Foundation, etc.
14. Ensures effective internal communications for employee input, morale, and productivity.

### **Required Qualification and Competency**

1. Has comprehensive working knowledge of public library services and administrative practices.
2. Knowledge of local, state and national laws pertaining to governance of public libraries.
3. Assists in hiring professional and nonprofessional staff members and in resolving disciplinary personnel problems consistent with library policies and procedures.

4. Solves problems in a timely manner.
5. Utilizes innovative techniques in a timely manner.
6. Has knowledge of supervisory methods and techniques.
7. Leads, motivates, manages, and supervises library staff.
8. Models customer service expectations and leadership skills; promotes open communication with staff and library board.
9. Has knowledge of economics, finance, public relations, staff development, personnel, and other related subjects as they apply to library activities and operations.
10. Creates and manages annual budget.
11. Communicates ideas, orally and written, effectively.
12. Plans, organizes, and executes projects.
13. Establishes and maintains effective working relationships with elected and appointed officials, other government agencies, library foundation, civic and community groups and the general public.
14. Participates in community activities, presenting information about the library and its services; provides a positive image of the library.
15. Demonstrates political understanding, political sensitivity, and appreciates the unique cultural underpinnings of Louisiana.
16. Interacts and communicates effectively with customers, staff, Library Board of Control and Library Foundation.
17. Uses good judgment and discretion in carrying out duties and responsibilities in order to meet deadlines.
18. Organizes and assigns multiple projects, and makes effective use of staff groups and teams in order to meet deadlines.
19. Strong computer, word-processing and Internet skills; knowledge of and experience using library technology systems and their applications.
20. Ability to understand and implement strategies to fulfill the unique service needs of six library locations and a bookmobile.
21. Maintains Certification issued by the State Library of Louisiana Board of Examiners.

### **Required Qualifications, Training and Education**

1. M.L.S. or M.L.I.S. from an ALA accredited institution of higher learning.
2. Five years of progressively responsible work experience in public library management and supervision or an equivalent combination of education and experience which provides the required knowledge, skills and abilities; public library experience is preferable. A minimum of three years' experience at the supervisory-administrative level.
3. Preferred: Experience as supervisor of a library system with multiple branches (5 to 6), or senior level head of a major division of a public library system with multiple branches, or as director of a smaller sized library system.
4. Certification: Certification by the State Library of Louisiana Board of Examiners or hiring with provision to pass the Board within the first three years of hire.
5. Background check with the State Police is required.

### **Physical Requirements**

1. Must be able to occasionally lift up to 25 pounds.
2. Limited walking, standing, sitting, bending, stretching, reaching, climbing, stooping, and kneeling are required.
3. Must take and pass a physical exam, lumbar x-rays and drug screen prior to employment.

### **Salary and Benefits**

1. Salary starts at \$60,000-\$65,000 annually dependent on qualifications and experience. Salary is negotiable dependent on qualifications and experience.
2. Vermilion Parish Public Library employees are paid through the Vermilion Parish Library via mandatory direct deposit.
3. Generous package of vacation and sick leave.
4. Excellent retirement system.
5. Vermilion Parish Library currently pays 95% of the employee's health insurance.

### **How to Apply**

If you would like to be considered for this position, please submit a cover letter, resume, job application and contact information for three references to:

Vermilion Parish Public Library  
c/o Board President  
405 East Saint Victor St.  
Abbeville, LA 70510

**Applications will be accepted until October 31, 2019.**

**A criminal background check and a drug screening are part of the pre-hire process.**

For more information, please visit our website:

<http://www.vermilionparishlibrary.com>

Vermilion Parish Library is an equal opportunity/reasonable accommodation employer. This means that the Vermilion Parish Library does not discriminate on the basis of race, religion, color, sex, age, national origin or disability.

## **APPLICATION FOR EMPLOYMENT**

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sickle cell trait, genetic information, sexual orientation, or any other basis protected by federal, state and/or local law.

Position (s) Applied For:	Date of Application
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**PERSONAL INFORMATION**

Name \_\_\_\_\_  
Last
First
Middle

Mailing Address: \_\_\_\_\_  
Address
City
State
Zip Code

Physical Address: \_\_\_\_\_  
Address
City
State
Zip Code

Phone Number : (\_\_\_\_) \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_

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**EDUCATION**

	Name and Address of School	Course of Study	Years Completed	Diploma/ Degree
<b>High School</b>				
<b>Trade, Business or Correspondence School</b>				
<b>College/Graduate /Professional</b>				
<b>Other (specify)</b>				

Indicate any foreign languages you can speak, read and/or write			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

**Describe any specialized training, apprenticeship, skills and extra-curricular activities.** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**List any professional, trade, business or civic activities and offices held.** *(You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:)*

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**State any additional information you feel may be helpful to us in considering your application:**

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**List Computer Skills:** \_\_\_\_\_

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**References:**

1. \_\_\_\_\_ ( ) \_\_\_\_\_  
Name Phone

Address State Zip

2. \_\_\_\_\_ ( ) \_\_\_\_\_  
Name Phone

Address State Zip

3. \_\_\_\_\_ ( ) \_\_\_\_\_  
 Name Phone

\_\_\_\_\_  
 Address State Zip

**EMPLOYMENT EXPERIENCE**

Employer		Dates Employed		Work Performed
Address		From:	To:	
Telephone Number(s)		Hourly Rate/Salary		
Job Title	Supervisor	Starting	Final	

Employer		Dates Employed		Work Performed
Address		From:	To:	
Telephone Number(s)		Hourly Rate/Salary		
Job Title	Supervisor	Starting	Final	

Employer		Dates Employed		Work Performed
Address		From:	To:	
Telephone Number(s)		Hourly Rate/Salary		
Job Title	Supervisor	Starting	Final	

Employer		Dates Employed		Work Performed
Address		From:	To:	
Telephone Number(s)		Hourly Rate/Salary		
Job Title	Supervisor	Starting	Final	

If you are under 18 years of age, can you provide required proof of your eligibility to work?  Yes  No

Have you ever filed an application with us before?  Yes  No

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Have you ever been employed with us before?  Yes  No

If yes, give date \_\_\_\_\_

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Are you currently employed?  Yes  No

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May we contact your current employer?  Yes  No

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Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? *Proof of citizenship or immigration status will be required upon employment*  Yes  
 No

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On what date would you be available for work?

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Are you able to travel if the job requires it?  Yes  
 No

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If necessary, best time and way to contact you : # \_\_\_\_\_

Time:

Any reason we cannot contact you:

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**APPLICANT'S STATEMENT:**

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

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Signature of Applicant

Date