

**SALARY: \$48,000-\$53,000/year (DOQ)**  
**35 hrs/week (Exempt)**



**JOB TITLE: Manager, Resources & Digital Strategy**

**GENERAL STATEMENT OF DUTIES:** In concert with the Library Director and other members of the Strategic Management Team, the Manager, Resources and Digital Strategy (MRDS), manages and evaluates DHCLS's efforts towards Collection Development, technology innovation and upkeep, effective network operations, digital service delivery, and strategic planning efforts.

**SUPERVISION RECEIVED/GIVEN:** Reporting directly to the Library Director, the MRDS serves as a member of DHCLS's Strategic Management Team (SMT). The MRDS has direct supervisory oversight for all issues and staff pertaining to Library materials (physical and digital) and Information Technology. The MRDS acts as second-in-charge of the Library System, assuming full responsibility for all library operations in the absence of the Library Director.

**JOB DUTIES:**

- ◆ Coordinate and oversee all aspects of Collection Development including: Technical Services, Acquisitions, Withdrawals, Circulation, Cataloging, Processing, etc.
- ◆ Oversee annual budget and long-range strategy for Collection Development and Information Technology.
- ◆ Responsible for ensuring the present and future optimal operation and function of the DHCLS's technology and communications network (hardware/software), including the DHCLS website, Integrated Library System (ILS), Intranet, and consortial eBook platform.
- ◆ Provides direction and oversight to all DHCLS Technical Services and Information Technology personnel currently staffed at 1 FT & 1 PT.
- ◆ Receives, investigates, evaluates and acts upon complaints and suggestions from staff, users, vendors, and organizations pertaining to collections and network related issues.
- ◆ Oversees all DHCLS marketing efforts
- ◆ Maintains effective working relationships with DHCLS vendors.
- ◆ Develops and updates appropriate policies and procedures.
- ◆ Aids in the coordination of staff training efforts and creates in-house documentation as needed.
- ◆ Participates in DHCLS committees.
- ◆ Compiles and interprets qualitative and quantitative data and prepares operational analytical reports including the annual APLS statistical survey.
- ◆ Represents DHCLS at conferences, meetings, community events, and City/County Commission meetings.
- ◆ Seeks additional funding resources through identification of grants and sponsorship opportunities.
- ◆ Develops and manages community partnerships including the Friends of the Library
- ◆ Attends bi-monthly Library Board of Trustees meetings
- ◆ Performs other reasonable duties as required.

**KNOWLEDGE, SKILLS, ABILITIES:**

- ◆ Ability to lead, plan, organize, direct, coordinate, coach and supervise the work of others within a teamwork setting.
- ◆ Knowledge of existing and emerging best practices and trends in librarianship, public library administration, and technology.
- ◆ Ability to manage time effectively and set priorities in order to meet assignment deadlines.
- ◆ Ability to effectively identify and evaluate problems/potential solutions, and make calculated independent decisions based upon experience
- ◆ Ability to communicate effectively both orally and in writing
- ◆ Ability to motivate and encourage staff to solve problems independently.
- ◆ Ability to resolve conflict, both internal and external.
- ◆ Knowledge of current practices in Human Resources and Strategic Planning.

**PERSONAL ATTRIBUTES:**

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- ◆ Possesses the attributes and qualities of effective leadership
- ◆ Passionate about public library work with a strong customer service and community service orientation
- ◆ Respects and maintains confidentiality.
- ◆ Active listener, forward thinker, organized, detail-oriented.
- ◆ Possesses a calm demeanor with an outgoing, positive, and sociable attitude
- ◆ Works effectively in a diverse team environment
- ◆ Demonstrates good judgment, empathy, and high ethical standards
- ◆ Professional demeanor with a neat personal appearance

**EXPERIENCE AND TRAINING:**

- ◆ Master's degree in library/information science from a library school accredited by the American Library Association.
- ◆ Three years of progressively responsible professional library experience, preferably in a public library setting.
- ◆ Experience working with diverse technologies
- ◆ Experience interpreting and applying library policy in a complex public service context
- ◆ Experience in the operation and oversight of integrated library systems, preferably SirsiDynix
- ◆ Experience identifying, applying for, delivering, and evaluating grant-related projects (preferred)
- ◆ Maintains active memberships in professional organizations.
- ◆ Must possess a current valid driver's license.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to reach with hands and arms, stand, walk, sit, use hands to finger, grasp, handle, feel or operate objects, tools, or controls, talk and hear. Hand-eye coordination necessary to operate computers and various office equipment. The employee is occasionally required to climb, balance, stoop and crouch. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Will require driving to various locations.

*This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities which comprise this position.*

**To apply for this position, please send a detailed cover letter with resume by February 17<sup>th</sup>, 2017 via regular mail to:**

Dothan Houston County Library System  
Attn: Human Resources  
445 North Oates Street  
Dothan, AL 36303

**For any inquiries regarding this opportunity, please contact:**

Jason LeDuc, Director  
Dothan Houston County Library System  
[director@dhcls.org](mailto:director@dhcls.org)