

About the Linden Public Library

The Linden Public Library opened in late 2018. It is housed in a historic brick home in the Linden Main Street District, at the heart of the downtown. It got up and running in its first year thanks to the hard work of staff and volunteers. We are now ready to move into a new phase of growth as we focus on how to expand and strengthen those services that are most important to our community.

Essential duties

Strategic Visioning

- The library director is the head of the organization and is responsible for creating a strategic vision that guides all activities within the organization. Library services (computer/Wi-Fi availability, print material collection, etc.), programming (story hour/summer reading, book/study clubs, educational events, etc.), and collection development should be designed to reflect the needs of the community served by the library, and growth in these areas should be strategically planned with goals in mind to work toward.
- The library director will create a written strategic plan with goals for increased patron attendance, new and expanded services and programming, targeted volunteer recruitment and training, and any necessary upgrades to the facility itself (floor plan, seating/study areas, storage, meeting space, etc.).
- The library director must be passionate about staying up to date on national library best practices and dedicated to educating themselves on new ideas, technology and services our library can offer.

Organizational Management

- The library director operates the circulation system to check books in and out and add new library patrons to the system/issue library cards. A significant portion of the services our library offers is assistance with patron needs including help with online job searching/training, resume writing/Microsoft Office use, printing sensitive personal information like bank statements or medical records, online income tax submission, business registrations like online sales and use tax permitting, online driver's license or vehicle registration renewal, etc. It is critically important for the library director to value the nature of their position as a public servant and to place a heavy emphasis on their duty to assist their patrons however possible.
- The library director is responsible for completing and submitting the Texas State Library and Archives Commission's annual report in a timely manner to maintain our library's state accreditation. This also includes maintaining our E-Rate internet service eligibility and managing the Interlibrary Loan program.
- The library director recruits volunteers and manages volunteer duties, training, and scheduling both for day-to-day assistance and for special programs and activities.
- The library director assists in the creation of the department's annual budget and is responsible for fundraising as necessary to cover the costs of special programming, supplies, and activities, including some grant writing as needed.

Facility Management

- Oversee regular cleaning and maintenance of building and grounds.
- Stock and reorder necessary facility supplies.

Position/Benefit Information

The librarian position is a full time, salaried position, reporting to the Community Development Director. Library hours are Wednesday/Friday/Saturday 10 AM – 3 PM, and Tuesday/Thursday 10 AM – 6 PM, with occasional extra hours for program events and meetings. Benefits for this position include health insurance, retirement account, numerous government holidays, and opportunities for training and professional development. Salary starts at \$28,000 per year.

How to apply

Resumes may be submitted in the following ways:

- Emailed to **lindenmainstreet@outlook.com**
- Mailed to **City of Linden**
Attn: Allie Anderson
P. O. Box 419
Linden, TX 75563
- Placed in an envelope and dropped in the night deposit slot to the right of the front door of **Linden City Hall, 104 S. Main St.**