

Library Director
Unclassified position
Salary Range: \$86,459.30 - \$130,001.44 – Midpoint \$108,235.37

The City of Riviera Beach is seeking a seasoned public administrator to complement its executive management team. The city is poised for a new beginning and is steadfast in recruiting and attracting professionals who possess the intuitiveness, ethics, integrity, and passion to place "right" above "popular." So, this is an opportunity for a competent and credentialed professional who is interested in a challenge to shift the trajectory and rebrand a community that possesses a wealth of potential and endless possibilities.

Opportunity Awaits

Why Riviera Beach? The City of Riviera Beach has the vision to be a community of choice in the southeastern region. The city has set the course to embrace unconventional thought processes along with progressive ideologies in a work environment that promotes superior standards and best practices and also recognizes its personnel as its most vital and precious asset. With the intention of moving toward flawless execution of the plan adopted by the City Council–Riviera Beach 2030–the city has committed itself to excellence at all levels of government.

Ideal Candidate

The ideal candidate will be a dynamic leader who is driven and determined and as well possesses an impressive breadth of knowledge and experience in local government management. The council is hereby encouraging individuals with a strong work ethic coupled with the capability to creatively augment operations, to seriously consider being a part of this organization's new paradigm. Finally, if you are committed to being an innovative and creative leader who can think outside the box, then you would be a welcomed addition to the executive management team that is committed to excellence and being the very best public servants.

Community Profile

Geographically, the City of Riviera Beach is a full-service municipal government that is generally located in Palm Beach County, Florida. It is between the cities of West Palm Beach and Palm Beach Gardens. Riviera Beach is home to approximately 30,000 residents and welcomes thousands of visitors annually who experience world-class aquatic adventures such as snorkeling and diving in one of Florida's most pristine estuaries. The beach provides water enthusiasts with exposure to species that are only found in the beautiful Lake Worth Lagoon. Additionally, within the city is one of Florida's most active deep-sea water ports, which imports and exports billions of dollars of merchandise and products to and from the Caribbean Islands. Riviera Beach is also home to Palm Beach County's only cruise line operation, which frequently transports tens of thousands of passengers to the Bahamian Islands on an annual basis. The city is an inclusive community that possesses a rich culture and is poised for substantial economic growth as redevelopment is knocking at the door. Riviera Beach is also home to multiple recreational opportunities that offer exciting and enjoyable experiences for the entire family. From senior social events to youth

sporting amenities, the City of Riviera Beach is an inclusive community that proudly celebrates its value. This opening is available to people of color, women, and individuals with disabilities, as they are encouraged to apply. The City of Riviera Beach is an equal opportunity employer that embraces a diverse workforce of talented and hardworking employees who diligently and consistently desire to make positive differences in the organization for the benefit of residents, businesses and guests.

LIBRARY DIRECTOR

Under the direct supervision and guidance of the city manager, the ideal candidate will be a dynamic leader who is committed to excellence and innovation. Impressive breadth in the knowledge of library services, in all aspects concerning literacy, innovations in library science and community engagement. Furthermore, the individual will be an innovator and a leader within the library sciences field and look to assist the rebranding of library services within the city and serve as the project manager for the planning and construction of a new library.

MINIMUM REQUIREMENTS

At least five years of progressively responsible and varied experience in library services with at least two years of senior or executive management position. Experience in city or county government is highly desirable. A Master's degree is required in Library Science by the American Library Association.

Library Director's duties include but are not limited to the following:

- Plan, organizes, coordinates and directs the operation of a diversified public library system.
- Prepares work performance standards; formulates book selection and acquisition and cataloging policies and standards; recommends the level of library services to be offered; interprets library services, programs and resources to City officials, and citizens.
- Develops and implements administrative and operating policies and procedures for library personnel.
- Develops and maintains collaborative initiatives and partnerships with individuals, as well as internal and external groups, to further the library's' mission.
- Attends professional and administrative meetings and conferences and provides advice and makes recommendations related to library activities.
- Initiates and provides direction to special studies and prepares recommendations concerning selected aspects of the library organization and services.
- Prepares agency budget and maintains budgetary controls; prepares and maintains reports of library activities.

- Attends civic club and other citizen group meetings and public gatherings to explain the activities and services of the city's public library system.
- Develops long-range objectives and plans for the library system and initiates implementation of plans and policies.
- Administers the selection, acquisition, processing, and maintenance of all library materials.
- Within the limits of delegated authority, is responsible for participating in the selection, placement, promotion, training, development, discipline, safety and appraisal of employees.
- Mediates concerns from the public regarding library policies or procedures.

PHYSICAL DEMANDS:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

- Performs light work that involves walking or standing most of the time and involves exerting up to 20 pounds of force on a regular and recurring basis, or skill, adeptness and speed in the use of fingers, hands or limbs on repetitive operation of mechanical or electronic office or shop machines or tools within moderate tolerances or limits of accuracy.

UNAVOIDABLE HAZARDS (WORK ENVIRONMENT):

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to: bright/dim light; dusts and pollen; extreme heat and/or cold; wet or humid conditions; extreme noise levels; animals/wildlife; vibration; fumes and/or noxious odors; traffic; moving machinery; electrical shock; heights; exposure to radiation; disease/pathogens; toxic/caustic chemicals; explosives; and violence.

AMERICANS WITH DISABILITIES ACT COMPLIANCE:

The City of Riviera Beach is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

SPECIAL REQUIREMENTS:

Mandatory pre-employment physical and drug tests. Florida Driver's License desired. The City of Riviera Beach maintains a drug-free workplace policy and program, as established under the guidelines of the Federal Drug Free Workplace Act of 1988 and Section 440.102, Florida Statutes.