

Tre Hargett, Secretary of State

State of Tennessee



Division of Human Resources and Organizational Development
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JOB ANNOUNCEMENT

Director of Regional Libraries
Tennessee Department of State
Tennessee State Library and Archives

Mission

The mission of the Office of the Secretary of State is to exceed the expectations of our customers, the taxpayers, by operating at the highest levels of accuracy, cost-effectiveness, and accountability in a customer-centered environment.

Supervisor: State Librarian and Archivist

Summary: Reporting directly to the State Librarian and Archivist, this information professional is responsible for the services provided to local public libraries through 9 regional centers located across the state. The Director of Regional Libraries provides guidance and supervision for the regional system including staff, budgets and facilities; manages the contractual and legal relationships between public libraries and the State Library and Archives; and assists in providing training to regional and public library staff and trustees.

Duties/Responsibilities

- Supervises regional directors and staff.
- Provides guidance and consultation to the regional centers, public libraries, trustees and local officials.
- Manages the overall budget of the regional system, including distribution of materials funding. Reviews and approves expenditure requests.
- Oversees the Institute of Museum and Library Services (IMLS) funding for public libraries, including materials for the disadvantaged. Works with the LSTA coordinator to oversee federally funded programs and provide data for reporting.
- Serves as project manager for the annual legal documents, including library contracts and Maintenance of Effort. Advises libraries and local officials on compliance.
- Serves as project manager for the statewide courier and interlibrary loan services.
- Presents in-service training and continuing education for regional and public library staff on a wide variety of library topics.

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- Provides training for library board members, coordinates the annual workshops for trustees and oversees the trustee certification program.
- In conjunction with Regional Directors, manages the hiring process, promotes staff training, implements staff discipline, and promotes cooperation across the regions.
- Liaises with the State of Tennessee Real Estate Asset Management (STREAM) department to provide leased space for regional offices.
- Serves as the State Library's representative to the Friends of Tennessee Libraries and other organizations.
- Frequently travels to regional offices and library events.

Minimum Qualifications

Education and Experience

- Required qualifications include a Master's degree in library or information science from an ALA-accredited university or an equivalent degree.
- At least seven years of administrative and supervisory experience in libraries, including experience in public libraries.

Knowledge and Abilities:

- Excellent communications skills and experience in public speaking and staff training.
- Demonstrated abilities in critical thinking for evaluation of existing services and creative implementation of new programs.
- Knowledge of grant writing and administration.
- Knowledge of current public library practices and trends.
- A high level of proficiency with technology associated with library functions of all types.
- Ability and flexibility to travel frequently and independently.

Salary: \$85,000 - \$90,000 annually including the State of Tennessee benefits package.

To apply, please email your letter of interest and resume to the Division of Human Resources & Organizational Development, sos.hr@tn.gov.