



## Metropolitan Government of Nashville & Davidson County

### Library Services Assistant Director - Innovation, Collections, Shared Systems, & Technology

<b>SALARY</b>	\$115,828.46 - \$130,000.00 Annually	<b>LOCATION</b>	Nashville, TN
<b>JOB TYPE</b>	Full-Time Civil Service	<b>JOB NUMBER</b>	25155E
<b>DEPARTMENT</b>	Public Library	<b>OPENING DATE</b>	02/21/2025
<b>CLOSING DATE</b>	3/14/2025 11:59 PM Central		

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### Position Description

The **Library Services Assistant Director for Innovation, Collections, Shared Systems, and Technology** is a Civil Service position located at the Nashville Public Library (NPL). This position serves as a key member of the NPL Senior Leadership Team and plays a crucial role in leading the strategic integration of innovative ideas for the library system. Some of these ideas will provide new capabilities for the collections management, shared systems, and technology departments that directly report to this position. Collaborates with colleagues to identify and implement new products and processes that improve services across the library system. This position requires a strategic thinker that works well with people at all levels of the organization and has the experience to design and implement the processes required to support new technologies. They will also be responsible for all aspects of library technology including information technology systems, system integration, technical architecture, hardware, internet, intranet, databases, e-Media, NPL website, subsites, website translations, Inter-Library Loan, Cataloging, and other applicable library software.

A city with a great library is a great city, and that's very true for Nashville. With nearly three million visits per year — and a collection of almost two million items — Nashville Public Library (NPL) is Music City's gateway to lifelong learning, growth, and community connection. Our one-of-a-kind Civil Rights Room and Votes for Women Room bring visitors together to explore the history of civil rights and plot a course for our shared future. Our lauded Wishing Chair Productions puppet shows, and story times delight audiences of all ages with stories that make them laugh, love, and grow. Meanwhile, initiatives like Studio NPL, Bringing Books to Life, Seed Exchange, Be Well at NPL, and Digital Inclusion connect Nashvillians with resources from across our 21-location system to learn new skills, enrich their quality of life, and forge long-lasting friendships. If you have a passion for helping people, love books and learning, and desire to be part of a team that does transformative work every day, then NPL just might be the place for you.

### Typical Duties

- Provides strategic and system-wide leadership in the development of long range and operating plans.
- Oversees centralized responsibilities for library collections both physical and virtual from acquisition, cataloging and physical processing, maintenance and support, to de-acquisition.
- Participates as a member of the Senior Leadership Team in policy development and allocation of resources.
- Allocates existing resources and monitors expenditures.

- Makes recommendations for ways to solve problems or improve services as needed.
- Provides oversight to Collections, Shared Systems, and Technology.
- Serves on community boards, appears on various panels, and accepts public speaking requests.
- Oversees and/or participates in selection, placement, and training of new staff.
- Supervises, counsels, and corrects employees as needed and evaluates and reviews performance evaluations.
- Maintains positive relationships and negotiates effectively and ethically with architects, developers, and vendors on behalf of the library.
- Attends various Board, staff, committee, and professional meetings.
- Collaborates with colleagues to identify ways to solve problems or improve service as needed.
- Identifies and implements new shared systems and collections technologies and services that will support strategic priorities of all library departments/units.
- Works closely with direct reports in collections management and shared systems to develop and present an annual budget to the Library Director.
- Project planning/management for related projects.

## Minimum Qualifications

### **EDUCATION & EXPERIENCE:**

Master's in library science or Master's in a Library Science field, degrees must be accredited by the American Library Association (ALA) from an accredited college or university and eight **(8)** years of professional library experience including four **(4)** years' experience managing and directing the work of a major library function to include technology services and/or collection management.

***\*No Substitutions***

### **REQUIRED LICENSES:**

A valid Driver's License may be required.

*Candidates with accreditations earned in a foreign institute are encouraged to apply.*

**Note: Per Metro Ordinance No. SO94-1078. All employees of the Metropolitan Government shall be residents of the State of Tennessee or become residents of the state within six (6) months of employment as a prerequisite to employment with the Metropolitan Government.**

## Preferred Experience, Knowledge, Skills, and Abilities

- Knowledge of library content/collection and technology trends and best practices
- Knowledge of Discovery Layer platforms (i.e. Bibliocommons, Pika, Encore)
- Knowledge of ILS software such as Ill Millennium, Sierra, TLC Carl-X, Ill Polaris, etc.
- Knowledge of Civil Service and departmental rules, policies, and procedures
- Knowledge of Collection HQ software and applications, RDA and BIBFRAME digital cataloging protocols
- Skilled in dealing with the public and evaluating community needs
- Ability to understand complexity of how catalog, website, calendar, digital repository, and other public-facing web products/platforms interact
- Fluent bilingual language skills

*We are an equal opportunity employer that values diversity at all levels. All individuals, regardless of personal characteristics, are encouraged to apply.*

Metro Nashville Government respects the religious beliefs and practices of all employees and will make, on request, an accommodation for such observances when a reasonable accommodation is available that does not create an undue hardship on business operations.

**Requests for ADA or other protected accommodations for the recruitment process should be directed to Human Resources at 615-862-6640**

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**Employer**

Metropolitan Government of Nashville & Davidson County

**Address**

Human Resources Department  
700 President Ronald Reagan Way, Suite 201  
Nashville, Tennessee, 37210

**Phone**

(615) 862-6640

**Website**

<http://www.nashville.gov/Human-Resources/Employment-Opportunities.aspx>

## **Library Services Assistant Director - Innovation, Collections, Shared Systems, & Technology Supplemental Questionnaire**

**\*QUESTION 1**

**Do you have a valid Driver's License?**

- ☐ Yes  
☐ No

**\*QUESTION 2**

**What is the highest level of education you have completed?**

- ☐ No diploma  
☐ High School Diploma or equivalent  
☐ Associate's Degree  
☐ Bachelor's Degree  
☐ Master's Degree

**\*QUESTION 3**

**If you have a degree, indicate your major field of study in the area below. if none, answer "N/A"**

**\*QUESTION 4**

**Is your degree accredited by the American Library Association (ALA)?**

- ☐ Yes  
☐ No

**\*QUESTION 5**

**How many years of professional library experience do you have?**

- ☐ No experience
- ☐ One year
- ☐ Two years
- ☐ Three years
- ☐ Four years
- ☐ Five years
- ☐ Six years
- ☐ Seven years
- ☐ Eight years or more

**\*QUESTION 6**

**Briefly describe your professional library experience. If none, answer "N/A"**

**\*QUESTION 7**

**How many years of experience do you have managing and directing the work of a major library function to include technology services and/or collection management?**

- ☐ No experience
- ☐ One year
- ☐ Two years
- ☐ Three years
- ☐ Four years or more

**\*QUESTION 8**

**Briefly describe your experience managing and directing the work of a major library function to include technology services and/or collection management. If none, answer "N/A"**

**\*QUESTION 9**

**Do you have knowledge of Civil Service and departmental rules, policies, and procedures?**

- ☐ Yes
- ☐ No

**\*QUESTION 10**

**Are you bilingual?**

- ☐ Yes
- ☐ No

**QUESTION 11**

**If you are bilingual, include language(s), spoken and/or written word and level of proficiency.**

\* Required Question