

## Public Library Director - Germantown TN

Nestled just outside of Memphis, Germantown offers a rare blend of home-town charm and modern sophistication. Known for its tree-lined streets, beautifully maintained parks, and strong sense of community, Germantown is a place where neighbors truly connect and quality of life is a priority. At the heart of it all is the Germantown Community Library—a vibrant, welcoming space that reflects the spirit of the city itself. More than just a library, it serves as a cultural hub where lifelong learning, creativity, and community engagement flourish. With its inviting atmosphere, innovative programming, and deep community roots, the library is both a cornerstone of the city and a source of pride for residents who value connection, curiosity, and growth.

The Germantown Community Library is a welcoming, well-loved gathering place that serves residents of all ages through engaging programs, thoughtful collections, and strong community partnerships. A unique and cherished asset of the Library is its Genealogy and Local History Center, which draws visitors from across the region and helps families and researchers connect with their histories.

The Library Director leads a team of library staff committed to creating a thriving library in the heart of the community. The Library Director also plays a key role in building and nurturing in-depth relationships with the City, Library Board and community to ensure a high level of customer satisfaction, ongoing contract renewal, and continued account growth.

### Duties and Responsibilities

- Oversee day-to-day operations of the Library and provide leadership to ensure you and your team are always looking for opportunities to have library patrons feel welcome and connected to library materials and services.
- Work with leadership to develop and implements action plans that meet operational, contractual, and organizational objectives.
- Oversee and monitor library operations budget to ensure contract targets are on track as well as designated City library operations budget.
- Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.

- Foster teamwork and work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- Evaluate library services and key operational activities to identify problems, streamline process, and track metrics and qualitative criteria.
- Provide oversight in the selection, acquisition, and processing of library materials to meet public needs within the structure of library selection policies and budgetary limitations.
- Present information to staff, board members, and external stakeholders on library services, statistics, and trends.
- Know and understand the American Library Association's Library Bill of Rights, Freedom to Read Statement and Freedom to View Statement, recognizing that freedom of access is a fundamental tenet of a public library.
- Follow all legal and policy requirements related to patron privacy and custodianship of patron records.
- Perform other Duties as assigned.

#### Education and Experience

- Masters degree in Library Science or a closely related field; MLS or equivalent required.
- 3-5 years of progressively responsible library managerial experience and/or administrative functions of a library, or equivalent knowledge preferred.
- 3-5 years supervisory experience preferred.

#### Knowledge, Skills and Abilities:

- Ability to prioritize and complete multiple tasks and meet deadlines. Good organizational, time management and problem-solving skills.
- Ability to establish and maintain effective working relationships with individuals and groups, both professional and nonprofessional, co-workers, management personnel, and the public.
- Proficiency in MS Office suite including Excel, Word and Powerpoint

- Excellent listening, communication, and presentation abilities.
- Excellent customer service skills.
- Ability to understand sensitive relationships and underlying politics in client interactions.
- Ability to work a flexible schedule which may include some weekend and evening work.

Work Environment:

- Fast paced public library. Self-starter with ability to work in a self-directed environment with minimal guidance.

**How to Apply / Contact**

The City of Germantown partners with Neumo government services for library operations.

Apply here:

[https://workforcenow.adp.com/mdf/recruitment/recruitment.html?cid=56dad57d-81b7-4889-9f75-7ef29807fa05&sid=R09WUKVWRU5VRQ%3D%3D&ccId=1990797403\\_6352&type=MP&lang=en\\_US&jobId=600709](https://workforcenow.adp.com/mdf/recruitment/recruitment.html?cid=56dad57d-81b7-4889-9f75-7ef29807fa05&sid=R09WUKVWRU5VRQ%3D%3D&ccId=1990797403_6352&type=MP&lang=en_US&jobId=600709)