

# Library Division Manager - Austin History Center

## Position Information

### Position Information

Posting Title	Library Division Manager - Austin History Center
Job Requisition Number	COA091263
Position Number	102274
Job Type	Full-Time
Division Name	Austin History Center
Minimum Qualifications	<b>Education and/or Equivalent Experience:</b> <ul style="list-style-type: none"><li>• Graduation with a Bachelor's degree from an accredited college or university in a related field, plus seven (7) years of related experience, including four (4) years of experience in a lead or supervisory capacity OR</li><li>• Graduation with a Master's degree from an accredited college or university in a related field, plus five (5) years of related experience, including three (3) years of experience in a lead or supervisory capacity.</li></ul>

### Licenses or Certifications:

Valid Class C Driver License.

### Notes to Applicants

The Library Division Manager will provide operational and preservation strategy for the Austin History Center (AHC). This position oversees the work of three main work units consisting of 17 staff: Public Services (reference & research), Archives & Manuscripts (includes community archives program), and Media Archives (includes exhibits and digital lab).

The Austin History Center Library Division Manager serves as the Library's Information Administrator for Information/Records Management services. This position also serves as the City Archivist for historical records.

### APPLICATION INFORMATION:

- A detailed and complete job application is **REQUIRED** and helps us evaluate your qualifications. In completing your job application, please be sure to provide a **COMPLETE** employment history regarding any relevant experience that you would like for us to consider. This information will also be used to determine base pay in the event that you are selected for this position. **NOTE:** A cover letter and/or resume will **NOT** be used to substitute for an incomplete job application.
- Please understand that your job application will be used to measure or assess your written communication skills, including grammar, punctuation, and spelling, in helping us screen applications and determine candidates to be interviewed.
- All new employees are required to attend City of Austin and Austin Public Library training as scheduled and should arrange their outside schedules to accommodate such training.

- The Austin Public Library reserves the right to close posted positions prior to the advertised close date, based on recruitment strategies and business needs.
- Working with the City of Austin provides a number of health and welfare benefits such as low-cost medical, dental, vision, paid leave time, a highly competitive retirement plan, training opportunities, and more. Please click [HERE](#) for more information.

#### VETERAN APPLICANTS:

- If you are identified as a top candidate, you will need to provide a copy of your **DD-214** before confirming a start date.

#### DRIVING REQUIREMENT:

- This position requires a valid **Texas Class C Driver's License** or the ability to acquire one by your hire date. External New Hires must meet the [City of Austin's Driver Record Evaluation \(DRE\) requisite](#). To be considered for a driving position, applicants cannot have more than three moving violations or a total of six Driver Record Evaluation points within a period of thirty-six (36) months.

#### Pay Range

\$35.02 – \$44.67

#### Hours

**Monday – Friday: 8:00 a.m. – 5:00 p.m.**

- Austin History Center staff work on a rotational schedule. The position will require some weekends and evenings.
- The assigned work schedule may change to meet the operational needs of the department.

#### Job Close Date

04/08/2024

#### Type of Posting

External

#### Department

Austin Public Library

#### Regular/Temporary

Regular

#### Grant Funded or Pooled Position

Not Applicable

#### Category

Professional

#### Location

Austin History Center - 810 Guadalupe Street, 78702

#### Preferred Qualifications

##### Preferred Experience:

- **Archival Studies:** Demonstrated knowledge of archival standards issues, practices, and trends; demonstrated knowledge of digital imaging issues and trends, especially in regards to archival practice; demonstrated knowledge of electronic records management and preservation.
- **Innovation:** Demonstrated ability to innovate across library functions for results in increased productivity and excellence that benefit our customers.
- **Diversity and Equity:** Demonstrated commitment to proactively promoting and embracing diversity in ideas, people, and the collection, and to contributing to an inclusive working and learning environment.
- **Communication:** Demonstrated excellent internal and external communication skills that inspire and motivate; including engaging presentation skills and the ability to dynamically connect with an audience.
- **Supervision/Leadership:** Demonstrated aptitude for overseeing a wide spectrum of supervisory duties, which include recruitment, instruction, assessment, guidance, and termination recommendations.

#### Duties, Functions and Responsibilities

**Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.**

1. Develops short- and long-range plans.
2. Develops and monitors division or section budget and grant applications.
3. Chairs and serves on professional committees.
4. Serves on Austin Public Library Management Team. Works or travels to several locations and serves on library-wide committees and task forces.
5. Investigates and resolves customer complaints.
6. Clarifies City and department regulations.
7. Develops division policies and procedures and participates in the development of department policies.
8. Prepares and presents programs, articles, reports, and projects.
9. Represents the City of Austin and the Austin Public Library to the public.
10. Represents the interests of the Library and/or division to City officials.

**Responsibilities- Supervision and/or Leadership Exercised:**

Responsible for the full range of supervisory activities including selection, training, evaluation, counseling, and recommendation for dismissal.

**Knowledge, Skills and Abilities**

**Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.**

- Knowledge of professional library procedures, systems, and techniques.
- Knowledge of equity, diversity, and inclusion principles and practices in libraries.
- Knowledge of fiscal planning and budget preparation.
- Knowledge of reference and research procedures.
- Knowledge of library materials/tools available for library work.
- Knowledge of Federal, State, and Local laws.
- Knowledge of City practice, policy, and procedures.
- Knowledge of supervisory and managerial techniques and principles.
- Knowledge of contract development and management.
- Skill in oral and written communication.
- Skill in handling multiple tasks and prioritizing.
- Skill in using computers and related software, including Microsoft Office products.
- Skill in data analysis and problem solving.
- Skill in planning and organizing.
- Ability to forecast public demand for services.
- Ability to analyze/evaluate major programs, policies, procedures, services, and facilities to develop recommendations.
- Ability to facilitate discussions and resolve issues.
- Ability to stay abreast of library trends.
- Ability to establish and maintain good working relationships with other City employees and the public.
- Ability to provide high-level customer service.
- Ability to work with people of diverse backgrounds.

**Criminal Background Investigation**

This position has been approved for a Criminal Background Investigation.

**EEO/ADA**

City of Austin is committed to compliance with the Americans with Disabilities Act. If you require reasonable accommodation during the application process or have a question regarding an essential job function, please call (512) 974-3210 or Texas Relay by dialing 7-1-1.

The City of Austin will not discriminate against any applicant or employee based on race, creed, color, national origin, sex, gender identity, age, religion, veteran status, disability, or sexual orientation. In addition, the City will not discriminate in employment decisions on the basis of an individual's AIDS, AIDS Related Complex, or HIV status; nor will the City discriminate against individuals who are perceived to be at risk of HIV infection, or who associate with individuals who are believed to be at risk.

**Information For City Employees: If you are an employee within**

the department, are in good standing and meet both the minimum and preferred qualifications, then you will receive an initial interview.

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## Supplemental Questions

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Required fields are indicated with an asterisk (\*).

1. \* The minimum qualifications for the Library Division Manager position are: Graduation with a Bachelor's degree from an accredited college or university in a related field, plus seven (7) years of related experience, including four (4) years of experience in a lead or supervisory capacity OR Graduation with a Master's degree from an accredited college or university in a related field, plus five (5) years of related experience, including three (3) years of experience in a lead or supervisory capacity. Do you meet these minimum qualifications?
  - Yes
  - No
2. \* This position requires a Valid Class C Driver License. Do you have a Valid Class C Driver License or if selected for this position, do you have the ability to acquire a Valid Class C Driver License by your hire date?
  - Yes
  - No
3. \* The City of Austin Driver Eligibility Standards require that External New Hires meet the City's Driver Record Evaluation (DRE) requisite. To be considered for a driving position, applicants cannot have more than three moving violations or a total of six Driver Record Evaluation points within a period of thirty-six (36) months. Do you meet this requirement?
  - Yes
  - No
4. \* This position requires a criminal background check. By selecting the following, you are acknowledging that you understand if you are selected as a top candidate for this position, you will need a successful Criminal Background Investigation (CBI) to be hired.
  - I acknowledge and understand this position requires a Criminal Background Investigation (CBI).
5. \* Do you have experience working in an archives, library, museum, or other cultural heritage organization?
  - Yes
  - No
6. \* Please describe your library/archival work experience
  - No response
  - Experience working in a specialized/archival or academic library
  - Experience working in a community or city public library
  - Experience working in a public school library
  - Experience working in more than one type of library listed above
  - None of the above describes my library work experience
7. \* Describe your experience effectively leading a team of highly skilled individual contributors.  
  
(Open Ended Question)
8. \* Please give specific examples of how you have engaged communities effectively, with practices and principles based in equity and inclusion.  
  
(Open Ended Question)
9. \* Please describe your experience in facilitating meetings and making presentations to internal/external stakeholders? (Maximum 150 words)  
  
(Open Ended Question)
10. \* What is the highest level of management experience you have?
  - Lead
  - Supervisor
  - Manager
  - Senior Manager
11. \* Describe your leadership experience including ways in which you have demonstrated well-developed problem-solving and conflict management skills. What steps have you taken to intentionally shape the culture of your work team?  
  
(Open Ended Question)
12. \* Describe your experience in interfacing and working with diverse communities and cultures.  
  
(Open Ended Question)
13. \* Please describe your experience exhibiting good interpersonal skills and collaboration with others?

(Open Ended Question)

14. \* My job application is detailed and complete, and I understand that if I am selected as the top candidate for this particular position, my salary will be determined based on the experience submitted on my job application.
- Yes
  - No
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## Optional & Required Documents

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Required Documents

1. Cover Letter
2. Resume

Optional Documents

None