



**DIRECTOR OF  
LIBRARY SERVICES**  
City of Kyle, Texas

Recruitment Services Provided By







## The Opportunity

The Kyle Public Library is in a transformative phase, shifting from a small-town library to a dynamic, modern library and is seeking a new Director of Library Services to lead this charge. The next Director will have the opportunity to continue the transformation of the library and work with an already high-performing and productive team.

## About Kyle

The City of Kyle is poised to be the largest city in Hays County. With a continuous annual growth rate of 10%, their population has multiplied tenfold since the 2000 census from 5,000 citizens to just over 52,300. Kyle is strategically located on I-35, between two top performing cities in Texas. Just 7 miles south of Austin and 39 miles north of San Antonio, Kyle is in an enviable position along this booming corridor and is in the direct path of rapid growth.

With its prime location in the heart of the Texas Innovation Corridor and proximity to the large cities of Austin and San Antonio, Kyle attracts a diverse range of businesses, including high tech manufacturing, ranging from automotive and semiconductor to medical equipment and supplies, professional and business services, distribution, and destination recreation.

Kyle maintains a small-town value system including dedication, integrity and creativity to their residents and business communities. When you're looking for something sweet, there's nowhere better to go than the "Pie Capital of Texas." Pies are serious business in the City of Kyle, where all kinds of sweet and savory confections are celebrated on your plate and in the town's lively annual festivals.

There's plenty to do in the beautiful Texas Hill Country, with numerous parks and lakes within an hour's drive, including city and county parks, Lake Kyle, Lockhart State Park and Pedernales Falls State Park. Residents and visitors can enjoy outdoor activities such as hiking, biking and camping, spectacular cave tours, swimming, river tubing, boating and fishing. Kyle's convenient location just south of Austin provides its residents with immeasurable opportunities for recreation and entertainment, such as Lake Travis, Lady Bird Lake, the SXSW and Austin City Limits music festivals, and the Circuit of the Americas Formula 1 racing.



# City Government

Incorporated in 1928, Kyle is governed by a council-manager form of government. The City Council consists of three members elected by district, along with three Council Members and the Mayor who are elected at-large. Each member of the Council is elected to three-year terms, limited to three terms. The City Council appoints the City Manager, City Attorney, and Municipal Court Judge.

The City Manager, along with two Assistant City Managers, provide overall leadership of the City's 400 FTE employees, and \$237 million all-funds budget. There are 17 City departments, one of which is the Kyle Public Library.





# Team Kyle Culture

The City of Kyle culture defines how their employees interact with one another and the public. The City of Kyle has taken specific actions to define its organizational culture with four essential core values.

**Team Kyle Culture is based on the Core Values (KYLE) listed below:**

## **Knowledge:**

Knowledgeable in all aspects of job and City operations; maintains high quality of work; freedom from errors and mistakes. Attends training and development opportunities to stay updated with best practices in the field. Puts forward ideas and acts upon improving efficiency and effectiveness.

## **Yes-Attitude:**

Demonstrates superior customer service; treats other employees and citizens with kindness; promotes goodwill; solves conflict with tact.

## **Leading Edge:**

Continually looking for areas to improve upon; decisive and adaptive; supports new ideas; a driver for change. Innovative.

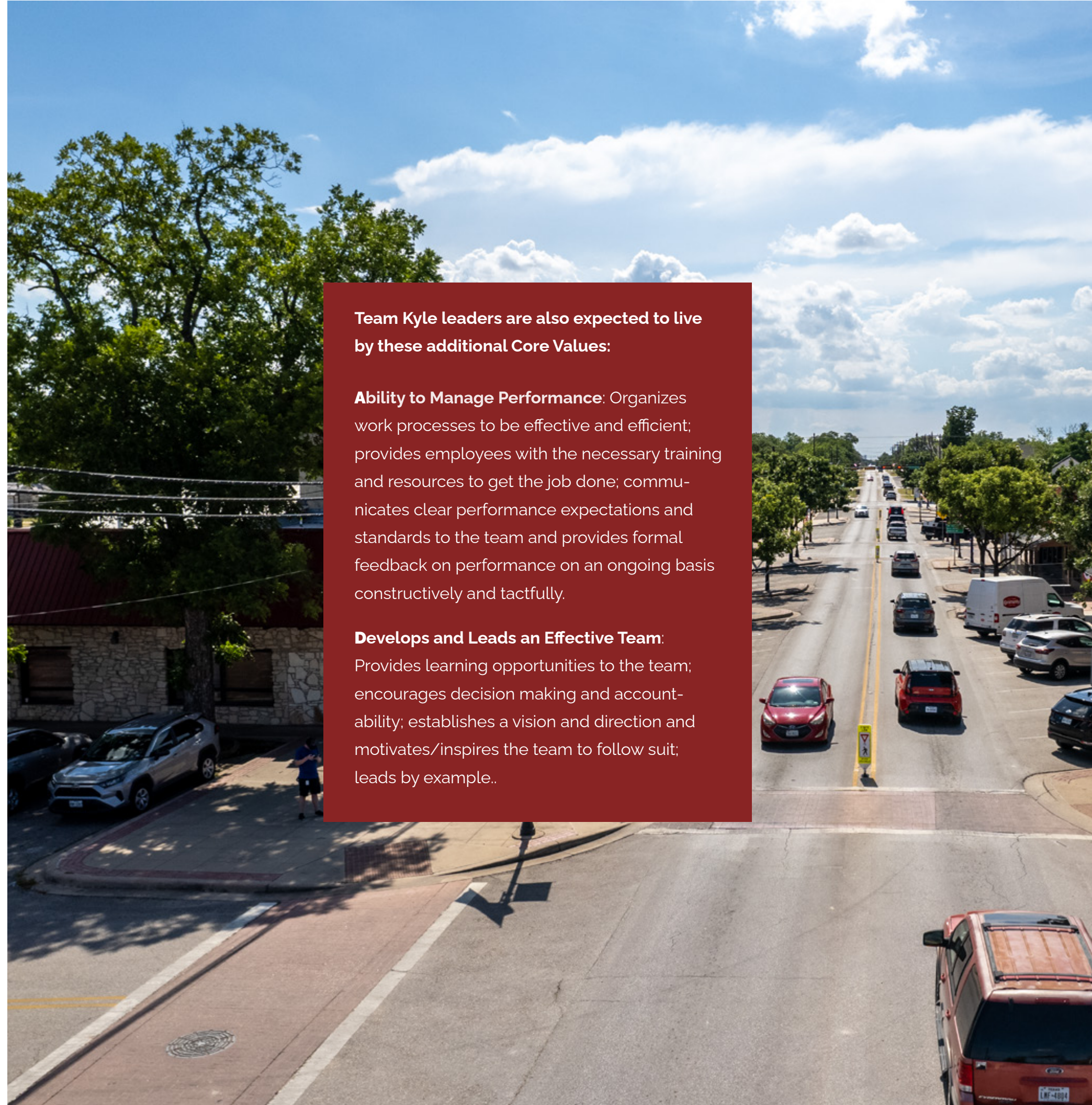
## **Employee Accountability:**

Actively seeks and gives performance feedback to determine developmental opportunities; uses feedback as an opportunity for continuous improvement.

**Team Kyle leaders are also expected to live by these additional Core Values:**

**Ability to Manage Performance:** Organizes work processes to be effective and efficient; provides employees with the necessary training and resources to get the job done; communicates clear performance expectations and standards to the team and provides formal feedback on performance on an ongoing basis constructively and tactfully.

**Develops and Leads an Effective Team:** Provides learning opportunities to the team; encourages decision making and accountability; establishes a vision and direction and motivates/inspires the team to follow suit; leads by example..







## Kyle Public Library

Led by a full-time Director, the department is staffed with 14 employees, including an Assistant Director, two full-time librarians, a circulation supervisor, seven library assistants, and two part-time library clerks. The FY 23-24 annual budget for the department is \$1.18 million.

The Kyle Public Library is currently working to obtain a bookmobile to extend services into the community. In addition to the bookmobile, the department is working to develop standardized policies and procedures, and staff continues to focus on its collection division and cataloging procedures. As Kyle grows, there is an appetite to create innovative programming, a new library facility, and other library offerings to complement Kyle's other outstanding municipal services.

**\$ 1.18M** Operating Budget **14** Employees



# The Position

Reporting to an Assistant City Manager, the Director of Library Services provides leadership and management of the Kyle Public Library and all associated programming and services. The next Director will be empowered to create a shared vision of library services for Kyle's future and will enjoy broad support from city management. Key responsibilities for the role include:

- Directing the day-to-day operation, management, and administration of the Kyle Public Library.
- Creating a work atmosphere that inspires team members to be creative, innovative, valued, and successful. Living the Kyle Core Values daily and encouraging staff members to incorporate those values into their roles.
- Ensuring proper daily operations of the library, and planning and implementing long-range goals and improvements for the library. Working closely with the Library Board to develop and implement long-range plans, goals, objectives, and policies for the library and to ensure appropriate community input into the operations and programs of the library.
- Facilitating and providing for the delivery of high-quality library programs and services to the community.

- Ensuring library facilities are safe, attractive, comfortable, and properly maintained for use by the public. Ensuring the library's collections are up to date, well organized, and appropriately meet the needs of the local community.
- Supervising, hiring, evaluating, training, and delegating duties of library staff, as well as other contract programs, volunteers, and community service workers, along with evaluating the performance of subordinate staff members on a periodic basis.
- Developing and managing the annual operating budget for the library, ensuring compliance with the City's financial policies and procedures.
- Seeking and administering various types of grant-funded projects.
- Developing, monitoring, and administering the department's budget and personnel; authorizing, purchasing, monitoring expenditures, schedules, and allocating personnel resources.







## Ideal Candidate

The ideal candidate for the position of Director of Library Services in the City of Kyle will possess certain traits and experiences that will likely lead to success:

- The ability to inspire and craft a shared vision along with the ability to execute change in a thoughtful and deliberate manner, building buy-in and excitement toward change.
- A continual dissatisfaction with the status quo, and an innovative spirit to create something better.
- A sense of urgency and excitement toward execution.
- Flexibility, adaptability, and a willingness to propose and implement new ideas – even at a calculated risk - are desirable traits.
- A proactive mindset with strong communication skills, along with a team orientation will assist the successful candidate in finding success.
- The ability to develop synergy between departments to achieve city goals and create an environment where ideas are fostered and nurtured is ideal.



# Qualifications

The following are the minimum qualifications for the position of Director of Library Services:

**Education/Training:** A Bachelor's degree in Library Science or Information Studies from an American Library Association accredited graduate school is required, or a degree in a directly related field. A Master's degree is preferred.

**Experience:** At least three years of managerial experience in a public library.





# Salary and Benefits

The salary range for the Director of Library Services is +/- **\$175,000**, with placement in the range dependent on qualifications. In addition, an excellent executive benefits package is provided as outlined below. Key benefits include:

- **Retirement:** Texas Municipal Retirement System (TMRS) with a 7% employee contribution and a 2:1 match by the City of Kyle.
- **Insurance:** The City provides excellent insurance benefits for employees including three health plan options, two dental plans, and vision coverage. Additionally, life insurance, short-term and long-term disability, and an Employee Assistance Program are covered by the City. Employees also have the option to purchase additional life insurance for themselves and their dependents.
- **Tuition Reimbursement:** The City will reimburse the covered costs of tuition and books for those who take job related, City career-enhancing credit courses at accredited degree granting colleges and universities.
- **Leave:** The selected candidate will receive vacation and sick leave, 13 paid holidays, 2 floating holidays, and up to 12 hours annually of paid leave to volunteer in community/charitable organizations.
- **Auto Allowance:** The City will provide an automobile allowance of \$500 monthly.
- **Compensatory Time:** The City provides hour-for-hour compensatory time for its salaried employees for hours worked in excess of the normal work week.

The 2024 Benefits Guide can be found [here](#).







# Application and Selection Process

To be considered for this position, interested candidates must submit a cover letter and résumé online. Candidates are encouraged to apply immediately, as this recruitment will close once a sufficiently strong pool of stellar candidates has been established. Apply at:

[www.mosaicpublic.com/careers](http://www.mosaicpublic.com/careers)

## CONFIDENTIAL INQUIRIES ARE WELCOMED TO:

Greg Nelson | [greg@mosaicpublic.com](mailto:greg@mosaicpublic.com) | (916) 550-4100.

Bryan Noblett | [bryan@mosaicpublic.com](mailto:bryan@mosaicpublic.com) | (916) 550-4100.

*This recruitment incorporates existing rules and regulations that govern public sector recruitments in the State of Texas. In accordance with public disclosure/open record laws, information submitted for consideration may be made available to the public upon request by interested parties.*

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