

**INVITATION TO APPLY
EXECUTIVE DIRECTOR
HENDERSON LIBRARIES**

Applications received by

March 31, 2017

will receive first consideration.

The position will remain open until filled.



James I. Gibson Library



Green Valley Library



*Heritage Park Library
inside Heritage Park
Senior Facility*



Paseo Verde Library

Mission Statement

Henderson Libraries seeks to cultivate a literate community by providing every citizen free access to books and information resources, as well as state of the art technology that supports work, school and recreational activities.



Fast Facts [FY 15-16]

Population served:	290,000
Operating budget:	7,207,000
Branches:	4
Circulation:	1.7 million
Wireless users:	75,273
Physical collection size:	391,716
Computer use:	169,075
Program attendance:	41,339
Number of programs:	2,000
Library card holders (active users):	91,018
Library visits:	600,000

About Henderson Libraries

Henderson District Public Libraries was established and operates as an independent governmental unit under the authority of Nevada Revised Statutes (NRS) 379. The District is governed by a seven-member Board of Trustees. Five trustees are appointed to four-year terms by the Board of County Commissioners of Clark County, Nevada. The remaining two trustees are appointed to three-year terms by the Henderson City Council. The Board of Trustees is responsible for establishing policy and for the overall operations of the library district.

The District employs 58 full-time and 40 part-time staff. In addition to professional librarians and other public service staff, the District employs professionals in the fields of finance, human resources and information technology.

The District consists of three full-service libraries which operate varying times from Monday to Saturday. Each library offers a variety of library events, including workshops, author visits, computer training, films, storytimes and STEAM programs.

In addition, the District has one limited-service library that is located inside the City of Henderson's Heritage Park Senior Facility. This library has self-service hours during the facility's open hours with library staffing on Thursday mornings.

The District's general fund revenue is derived 30% from consolidated tax and 67% from property tax. Both revenue sources have begun recovering from the economic downturn although growth is not keeping up with service demands. This is largely due to a legislative cap on property taxes.

Emphasis is placed on providing free resources for the community, helping people of all ages grow and succeed.

The Position

The ideal candidate shall be adept at developing strong community relationships. He or she will possess a Master's degree from an American Library Association accredited college or university with major course work in library science. Additional coursework in business administration, public administration or a related field is desired.

Other qualifications include: current knowledge of the use of technology in libraries; knowledge of personnel management; ability to build and maintain good morale in the work place; ability to form relationships that give the library high profile role in the community.

Ideally seven years of increasingly responsible experience in library administration, including five years of supervisory or managerial experience.

Key tasks include, but are not limited to, establishing a long-range vision that aligns the library's mission, goals and objectives with community needs and priorities and lead toward their accomplishment.

Developing proactive strategies to increase community participation in library activities and increase visibility and support for the library.

Communicating with the media, community groups, Friends' organization and the public to inform and garner support for programs and fundraising.

Working to strengthen intra-city communication and cooperation, coordinating use of resources for mutual benefit and supporting city-wide initiatives relating to literacy, facilities and effective/efficient use of public resources.

Establishing operational goals with processes and measurement systems to support them and to manage progress and improve results.

Instilling a customer service culture geared toward improving both library services and customer satisfaction.

Providing leadership to employ and develop high performance professional and support staff

Evaluating and implementing innovative practices to enhance library services.

Establishing mutually beneficial working relationships with community and other entities.

Developing and implementing a sound financial plan for current and future library operations, including cultivating grants and private funding sources.

Managing the library budget in a fiscally sound manner.

Developing and implementing, in conjunction with the Board of Trustees, the Library District's long range service plan including projected capital investment in response to community needs, priorities and resources.

Perform related duties as required.

Compensation/Benefits

Salary Range
\$105,000 to \$140,000

Annual Leave (accrued by hours worked)

0-5 service years	120 hours
5-10 service years	144 hours
10+ service years	180 hours

Sick Leave Bonus

An additional 24 hours of annual leave will be awarded to employees using 40 hours or less of sick leave per year.

Sick Leave

0-10 years	96 hours
10+ years	120 hours

Personal Time

24 hours annually

Holidays

11 paid holidays per year

Insurance

Henderson Libraries offers full time permanent employees paid, comprehensive medical, dental vision and life insurance. 100% is paid for employee or 82% for employee plus dependents. In addition, the District offers paid short-term/long-term disability and long-term care insurance, a flexible spending account and optional supplemental insurance, AD&D and life insurance.

Retirement

The District pays for membership in the Public Employees Retirement System of Nevada (www.nvpers.org). A choice of non-contributory and contributory plans is available. Henderson Libraries also offers a voluntary 457 deferred compensation plan.

To Apply

Please complete and return application, along with cover letter and resume to:

Henderson Libraries
Human Resources Department
280 S Green Valley Pkwy
Henderson, NV 89012

More information may be obtained by calling [702] 492-6583 or email dmenglund@hendersonlibraries.com.

The Community

A Place to Call Home.

A message from Mayor Andy Hafen:



As Mayor of the City of Henderson, I have the privilege of representing one of the most vibrant and enriching communities in America. We take pride in providing our residents with excellent services and amenities. Situated in sunny Southern Nevada, our residents enjoy the highest quality of life in the Las Vegas Valley. It is my pleasure to share with you what makes our thriving city a premier community.

Incorporated in 1953, Henderson is Nevada's second largest city with more than 290,000 residents. Our city is pleased to be recognized as the Second Safest City in America by Forbes magazine and three times named to MONEY magazine's list of "Best Places to Live in America". Our favorable tax structure, award-winning health care locations, accredited parks, police and fire departments all contribute to these accolades setting our community apart.

While our city has grown to host a variety of metropolitan cultural arts and nationally recognized special events, we retain our small-town values and atmosphere. Annual events and local parades are still held in the Water Street District, our original "main street". Our community also celebrates the grand openings of local businesses, accomplishments of our youth and contributions of our centenarians. With numerous parks, mixed-use shopping areas, master-planned communities and senior living neighborhoods, Henderson is a place where all can live, learn, work and play. Henderson is not just a place to live, but truly a ***A Place to Call Home.***

Come see for yourself why Henderson is a place to call home. I look forward to welcoming you to Henderson very soon!

Credit: City of Henderson Official Website



ArtFest is one of many events held annually on Water Street



Golfers enjoy year-round access to beautiful courses



Landmarks like Hoover Dam are a short drive away



APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

DATE _____

NAME

LAST

FIRST

MIDDLE

PRESENT ADDRESS

STREET

CITY

STATE

ZIP

MAILING ADDRESS

STREET

CITY

STATE

ZIP

PHONE NO.

ARE YOU 18 YEARS OR OLDER?

YES

NO

E-MAIL ADDRESS

OTHER NAMES YOU HAVE USED OR BEEN EMPLOYED UNDER

DO YOU HAVE A VALID NV DRIVERS' LICENSE?

YES

NO

ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED IN THIS COUNTRY BECAUSE OF VISA OR IMMIGRATION STATUS?

YES

NO

Have you ever been convicted of a criminal offense (other than minor traffic violations) or are you waiting trial for a criminal offense?

(Answering "yes" will not necessarily disqualify an applicant from employment.)

YES

NO

If YES, please explain each violation

EMPLOYMENT DESIRED

POSITION

DATE YOU CAN START

SALARY DESIRED

ARE YOU EMPLOYED NOW?

IF SO MAY WE INQUIRE

OF YOUR PRESENT EMPLOYER?

YES

NO

EVER APPLIED TO HDPL BEFORE?

YES

NO

WHEN?

LOCATION PREFERENCE?

(MAY SELECT MORE THAN ONE)

James I. Gibson Library, 100 W. Lake Mead Pkwy

Green Valley Library, 2797 N Green Valley Pkwy

Paseo Verde Library, 280 S Green Valley Pkwy

AVAILABILITY	SUN	MON	TUES	WED	THURS	FRI	SAT
DAY							
EVE							

Part Time

Full Time

Float

REFERRED BY

EDUCATION	NAME AND LOCATION OF SCHOOL	YEARS ATTENDED	CREDITS COMPLETED	DID YOU GRADUATE?	SUBJECTS STUDIED
HIGH SCHOOL/GED					
COLLEGE					
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL					
GRADUATE SCHOOL					

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK

SPECIAL SKILLS

ACTIVITIES AND/OR ORGANIZATIONS E.G. CIVIC, ATHLETIC, ETC. (OPTIONAL)

FOREIGN LANGUAGE SKILLS

COMPUTER SKILLS

FORMER EMPLOYERS (LIST BELOW LAST THREE EMPLOYERS, STARTING WITH LAST ONE FIRST).

DATE (MONTH AND YEAR) FROM TO

NAME AND ADDRESS OF EMPLOYER

SALARY POSITION

DUTIES

REASON FOR LEAVING

DATE (MONTH AND YEAR) FROM TO

NAME AND ADDRESS OF EMPLOYER

SALARY POSITION

DUTIES

REASON FOR LEAVING

DATE (MONTH AND YEAR) FROM TO

NAME AND ADDRESS OF EMPLOYER

SALARY POSITION

DUTIES

REASON FOR LEAVING

REFERENCES: GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

	NAME	PHONE NUMBER & ADDRESS	BUSINESS	YEARS ACQUAINTED
1.				
2.				
3.				

IN CASE OF EMERGENCY NOTIFY NAME ADDRESS PHONE NO.

"I CERTIFY THAT ALL THE INFORMATION SUBMITTED BY ME ON THIS APPLICATION AND OTHER SUPPORTING DOCUMENTATION IS TRUE AND COMPLETE, AND I UNDERSTAND THAT IF ANY FALSE INFORMATION, OMISSIONS, OR MISREPRESENTATIONS ARE DISCOVERED, MY APPLICATION MAY BE REJECTED AND, IF I AM EMPLOYED, MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME. AS AN APPLICANT FOR EMPLOYMENT WITH THE HENDERSON DISTRICT PUBLIC LIBRARIES, I UNDERSTAND THAT A THOROUGH BACKGROUND INVESTIGATION WILL BE CONDUCTED TO QUALIFY ME FOR ELIGIBILITY. IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE DISTRICT'S POLICIES AND PROCEDURES AND I AGREE THAT MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME, AT EITHER MY OR THE DISTRICT'S OPTION. I ALSO UNDERSTAND AND AGREE THAT THE TERMS AND CONDITIONS OF MY EMPLOYMENT MAY BE CHANGED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME BY THE DISTRICT. THAT NO DISTRICT REPRESENTATIVE, OTHER THAN THE DIRECTOR, AND THEN ONLY WHEN IN WRITING AND SIGNED BY THE DIRECTOR, HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIC PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING."

DATE SIGNATURE

*This form has been revised to comply with the provisions of the Americans with Disabilities Act and the final regulations and interpretative guidance promulgated by the EEOC on July 28, 1991.