

**MGT**



**CITY OF DALLAS, TEXAS  
LIBRARY DIRECTOR**

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# CITY OF DALLAS, TEXAS LIBRARY DIRECTOR

The vibrant Dallas, TX - The vibrant and inclusive spirit of Dallas, Texas, provides an authentic experience that is world-class! As the ninth-largest city in the United States and the third-largest city in Texas, Dallas has over 1.3 million residents. The Dallas-Fort Worth-Arlington metropolitan area, commonly known as the Dallas-Fort Worth (DFW) Metroplex, has 120 cities and a population of more than 7.2 million, making it the No. 1 visitor and leisure destination in Texas.

The community is proud of its diverse neighborhoods, attracting residents who seek both urban and affordable living. With many events and activities to choose from, Dallas offers much to both tourists and area residents. The DFW region is home to six major sports franchises, including the Dallas Cowboys (NFL), Dallas Stars (NHL), Dallas Mavericks (NBA), Dallas Wings (WNBA), FC Dallas (MLS), Texas Rangers (MLB), and Dallas Trinity FC (USL Super League).

The Dallas Arts District is the largest urban arts district in the United States, and Fair Park is home to the largest collection of Art Deco buildings in the country.

Dallas is a business hub, home to the third-largest concentration of Fortune 500 companies and

was recently named the top city for corporate headquarters. The greater DFW area boasts the 5th largest economy in the country and the 10th largest in the world. The city's economy is primarily based on banking, commerce, telecommunications, technology, energy, healthcare and medical research, and transportation and logistics. Supporting both business and tourism, Dallas-Fort Worth International Airport is one of the largest and busiest airports in the world.

Dallas has more than 300 public and nearly 90 private primary and secondary schools. The region is also home to more than 40 higher education institutions, including the University of Texas Southwestern Medical School, Southern Methodist University, the University of North Texas, Texas Christian University, the University of Texas at Arlington, the University of Texas at Dallas, and Paul Quinn College.

Dallas is one of the most ethnically diverse major cities in the United States, with residents of Hispanic or Latino (42%), Black or African American (24%), Asian/American Indian/Pacific Islander (5%), and White (29%) descent. The Dallas metropolitan area also has the sixth-largest LGBTQ+ community among the 50 largest U.S. cities.







## THE CITY

The City of Dallas operates under a Council-Manager form of government, with a Mayor and 14 City Council Members serving as district representatives. Under this form of government, the elected body sets policies for city operations.

The City Manager is appointed by the Mayor and City Council to serve as the Chief Executive of the city government. The City Manager leads an Executive Leadership Team, which consists of Assistant City Managers and Chiefs. The City of Dallas is a full-service organization with more than 30 departments. The City Manager oversees all departments and functions of the city, while the City Attorney, City Secretary, City Auditor, and judiciary report directly to the City Council.

Dallas has an FY 2024-25 operating budget of over \$4 billion and a capital budget of over \$912 million, totaling more than \$4.9 billion. The city currently employs approximately 13,000 full-time staff.

The City of Dallas is guided by a "service first" culture, based on three core principles:

- **Connect**
- **Collaborate**
- **Communicate**

We envision Dallas as a globally recognized city – with a thriving and inclusive community that sets the standard for excellence through:

- **Innovation**
- **Government Efficiency**
- **Targeted Economic Growth**

so all residents reach their potential to contribute to social vibrancy.



## THE DEPARTMENT AND THE POSITION

Dallas Public Library (DPL)'s mission is to strengthen communities by connecting people, inspiring curiosity, and advancing lives. For more than 120 years, DPL has been an essential partner to Dallas communities, supporting learning, inspiring curiosity, and enhancing lives. Today, DPL provides access to services, technology, and resources citywide through its 30 facilities, outreach programs, and partnerships. Its reach and reputation extend well beyond the city limits, as it is one of the largest urban libraries in the nation and is widely recognized for its creativity, innovation, and dedication to responsive service and positive impact.

In early 2023, the City of Dallas initiated a process to develop a comprehensive plan for DPL's future. Objectives included a strategic plan to guide library services and operations for three to five years, as well as a 20-year plan for capital investments in library facilities. The city and DPL committed to a robust engagement process to ensure that the strategic and facilities plans align with the unique vision and values of Dallas communities.

In 2024, several branches expanded their hours, leading to a 37% increase in program attendance, while material circulation returned to pre-pandemic levels. Additionally, with the support of library advocates, the public passed a \$43.5 million bond proposition for ADA improvements, renovations of existing branches, and the construction of replacement buildings. The next Library Director will play a critical role in implementing these projects while maintaining public trust in the library system.

The Library Director oversees all library facilities within the City of Dallas, ensuring that communities across the city receive high-quality library services. They will also direct the development of educational opportunities, entertainment, and enrichment by offering professional programs that meet community needs and keep the library system at the forefront of library services.







## JOB RESPONSIBILITIES

- Reviews, evaluates, and determines the strategic direction of the library, adjusting goals based on city priorities.
- Evaluates library policies and procedures, updating them as needed to meet the changing needs of the city and community.
- Manages, directs, and oversees all Library Employees across the library system, including recruitment, selection, evaluation, corrective actions, training, and professional development.
- Collaborates with agencies to secure various funding sources, including grants, corporate donations, and sponsorships to enhance the library's impact.
- Develops and implements the annual budget for the library system; monitors key performance indicators and other metrics to drive operational improvements.
- Leads the development of Requests for Proposals (RFPs), contracts, and grant opportunities, ensuring Dallas leverages federal, state, and private partnerships.
- Collaborates with the Municipal Library Board, Friends of the Library and other partners to educate and engage with the City Council regarding the library's role in the community.

## KNOWLEDGE AND SKILLS

- Knowledge of current library trends and emerging technologies.
- Knowledge of business, public administration, and library management.
- Knowledge of library cataloging, budgeting, personnel management, and strategic goal setting.
- Ability to supervise, direct, and lead system-wide Library Employees across multiple libraries.
- Ability to exercise independent judgment, decisiveness, and creativity in leadership and management.
- Ability to analyze data, assess programs, and evaluate collections based on community needs.
- Ability to oversee projects, manage budgets, and interpret library policies effectively.
- Strong public speaking and communication skills.
- Ability to establish and maintain effective working relationships.
- Fluency in multiple languages is a plus.



Dallas Public  
**LIBRARY**





## EDUCATION AND EXPERIENCE

1. Master of Library Science from an American Library Association-accredited institution.
2. At least 10 years of experience in library management and administration, customer service, programming development, or other relevant work in a similarly sized library system.

Candidates must demonstrate the ability to manage multiple library branches, lead interdisciplinary teams, and effectively solve problems. Experience in managing library construction and/or renovation projects is highly preferred.

## COMPENSATION AND BENEFITS

The expected hiring range for this position is **\$125,855 to \$157,318.70**. The salary listed on this job posting is the starting salary range; amount offered will depend on qualifications. The City of Dallas provides a comprehensive benefits package.

Interested candidates should apply online at [GovHRjobs.com](https://govhrjobs.com) with a cover letter, resume, and contact information for at least five professional references by **March 7, 2025**.

For further information, contact **MGT Senior Consultant Sarah McKee** at **847-380-3240 ext. 120** or [smckee@mgt.us](mailto:smckee@mgt.us).

**This recruitment follows existing rules and regulations governing public sector hiring in the State of Texas.**

