



Charter Township of Waterford Job Description

Library Director

Supervised By: Charter Township Supervisor
Supervises: All professional and clerical Library employees
FLSA: Exempt
Grade: 10

General Summary:

Under the general supervision of the Charter Township Supervisor, and policy direction from the Library Advisory Committee, manages and directs the provision of library services and programs to Township residents.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Provides a leadership role to the entire organization. Promotes the future of the library to the citizens, staff, Library Advisory Committee and patrons.
2. Communicates and makes presentations regarding library issues, to the Township Officials, Library Advisory Committee, community groups and the public.
3. Prepares and maintains annual budget requests for the public library. Responsible for the overall financial health of the organization. Ensures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
4. Recommends appropriate Library millage, ballot proposals and provides leadership in seeking voter approval.
5. Supervises, directs and evaluates all Library programs, services and recommends and implements changes as needed.
6. Assures utilization of technologies that will improve efficiency of library operations and improve patron service.
7. Oversees and participates in the recruitment of department personnel. Oversees training, discipline and development of professional and clerical employees. Plans for staff additions, and maintains a structure of service provision that meets the needs of the community.
8. Meets and works cooperatively with elected officials, professional organizations, community groups, Friends of the Library. Serves on special committees and participates in civic and professional organizations as appropriate.
9. Provides administrative support to the Library Advisory Committee. Prepares agenda items and maintains records of meetings.
10. Develops and carries out plans for maintenance and renovation of library facilities. Develops and monitors long-range strategic planning.
11. Serves in a leadership capacity for special projects, technology advances, facility renovations, and growth and development of the library.

12. Keeps abreast of changing regulations, policies, and technology regarding library services and programs through continued education and professional growth. Maintains cooperative relationships with peer agencies and other governmental units. Attends conferences, workshops, and seminars as appropriate.
13. Performs related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Educational requirements Master's Degree in Library Science from an American Library Association accredited university or related field.
- Five years or more of library administrative experience which may include, staff supervision, comprehensive financial management and budgeting.
- Michigan Librarian's Professional Certificate
- Experience working with groups including municipalities, library friends and other community organizations.
- Good knowledge of the technology advances and electronic information systems that improve library services and programs.
- Ability to work with people of all ages and diverse cultural and economic backgrounds.
- Excellent communication skills both verbal and written.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee must frequently lift and/or move items of light weight. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

While performing the duties of this job, the employee regularly works in a business office setting. The noise level in the work environment is usually quiet.

Application forms for this position can be obtained from the Human Resources Department, 5200 Civic Center Drive, Waterford, Michigan or on the Township's web page <https://www.waterfordmi.gov/jobs>

Please send application, Cover letter & resume to award@waterfordmi.gov

Salary Range: \$94,612 – 111,925 - Excellent benefits
(2024 2.25% increase)

Closing Date: Open until filled