

Fife Lake Public Library

77 Lakecrest Lane, Fife Lake, MI 49633

231-879-4101

tadl.org/flpl

Employment Opportunity: Library Director

Posting Date: April 23, 2021 - May 7, 2021

Position Title: Library Director

Hours: 35 Hours per week

Salary: Salaried position, compensatory upon experience

A general description of the Library Director Position:

The Library Director's immediate supervisors are the FLPL Board of Trustees. The Director's role is as administrator for the FLPL Library in accordance with policies, procedures and strategic plans set forth by the FLPL Board of Trustees.

A summary of the duties of the Library Director include the following:

Library Operations:

- Directs overall FLPL operations, including maintenance and repair of building and grounds.
- Assists the FLPL Board in the development and implementation of policies and procedures.

Oversees all Staff and Volunteers:

- Determines staffing requirements and hires the personnel necessary to meet those needs.
- Supervises the selection, training and evaluation of FLPL staff, assigns duties and administers wages.

Collection Development, Acquisition, Cataloging, Classifying and Processing:

- Selects Library materials according to the FLPL Collections Policy.
- Oversees cataloging and processing of materials, keeping collection current and in good condition.

Budget and Finance:

- Prepares annual Library budget and presents to the FLPL Board and pays all bills..
- Ensures that plans and operations are carried out within budgetary constraints.

Programs, Special Events, Marketing and Publicity:

- Oversees marketing and publicity of Library services, resources and programs.
- Facilitates the continued development of community and school outreach programs.

FLPL Board of Trustees:

- Attends monthly Board of Trustees meetings and completes tasks assigned by the Board of Trustees.
- Attends TADL Board meetings and library related workshops and conferences.

Friends of FLPL (FOL):

- Attends and presents the Director's Report at FOL monthly meetings.
- Maintains positive relationships with members of Friends group.

Professional Responsibilities:

Presents and promotes a warm, professional atmosphere both in and out of the Library.

Continues professional education and keeps abreast of current trends and new professional techniques.

Collaborates with other library directors, agencies, and community groups in the delivery of library services.

Position Requirements that are preferred:

- Bachelor's Degree or higher from an accredited college or university.
- Minimum of Level 4 Certification from the Library of Michigan or agreement to obtain this certification.
- Experience in professional library management and/or administration.
- Knowledge of budgeting, public library finance and applicable federal and state law.
- Possess excellent communication skills and competency in office related computer software.

To apply:

Please submit a letter of interest, application and resume to: Noreen Broering, Fife Lake Library Board President, 618 E. State St., Fife Lake, MI 49633. or by email to nbroering3@gmail.com

Applications can also be delivered to the Library in person.