

Background

The MacDonald Public Library is the municipal library of New Baltimore, Michigan—located in Macomb County on the north shore of Lake St. Clair. MacDonald is a member of the Suburban Library Cooperative. It is a Class IV library serving over 20,000 residences in the City of New Baltimore and Casco township. It has 4 full-time and 11 part-time employees with an annual operating budget of \$600,000. The library is evolving from being a city department into an independent, millage supported service.

The MacDonald Public Library prides itself on providing:

- ❖ Community involvement and a welcoming environment
- ❖ Excellent service
- ❖ Extensive and varied programs
- ❖ Diversity and inclusion

The Director reports to a Board of Trustees.

Minimum Qualifications

- ❖ Master's Degree in Library Science from an ALA-accredited school
- ❖ Permanent Professional Certificate from the Library of Michigan, as required by State law for a Class IV library, or the ability to obtain such a certificate within six months of date of hire
- ❖ Three years of professional public library experience which demonstrates abilities in administration, budgeting, planning, and supervision
- ❖ Completion of a successful background check

Duties and Responsibilities

The Director is responsible for:

- ❖ Understanding our community's needs
- ❖ Using this knowledge to refine the Library's mission and the role of librarians in our community
- ❖ Creating and implementing a strategic plan that supports our mission
- ❖ Building a strong team who enjoy supplementing this strategic plan
- ❖ Being the "face" of the library to our community
- ❖ Administering the daily operations of all Library functions
- ❖ Working closely with the Board of Trustees



Job Posting Library Director

Compensation

Minimum salary of \$62,000 depending upon qualifications and experience. Full benefit package including paid time-off, health care, dental, vision and MERS retirement.

Application Process

- ❖ Please respond with a cover letter, resume and three professional references to Annette Goike (Annette@macdonaldlibrary.org). Please include in the email *subject line*: "Application for Director Position – [Your Name]"

Application Closing Date: October 17, 2022

Position Target Start Date: December 2022