**Library Director**—Iosco Arenac District Library

**Posting Date—August 2, 2023**

**General Description**

The Library Board of the Iosco-Arenac District Library is seeking a District Director. The Director works from the administrative headquarters located on the shores of Lake Huron in East Tawas, Michigan. The successful candidate will work closely with the Library Board, the Headquarters staff and the staff in each of the eight branches in the district. Promoting library services in the communities throughout the district and working with the Library Board and various staff and community officials as the library leader are vital components of the position.

The District Library is a Class V district library and serves a population of 41,786 in the two counties of Arenac and Iosco. The area offers many recreational opportunities including boating, camping, biking, cross country skiing, hiking and sand beaches in several parks along the lake. There are local community theaters, historical societies, art fairs, music festivals, farmer’s markets and more. The communities have good schools, hospitals, friendly people and lower housing costs.

**Duties and Responsibilities**

Develop and administer the annual budget.

Order and maintain library collections.

Manage district staff.

Develop and administer library policies, procedures, programs, and publicity.

Work with the Library Board on implementing library policies.

Represent the Board and serve as liaison with the various civic organizations and funding authorities.

Attend the regular Board meetings and present a written activity report at each meeting.

The duties are further defined in an employment agreement.

**Required Qualifications**

ALA/MLS degree with a Level 1 State of Michigan Certification for a Class V Library.

At least 5 years of experience in a library management position.

Knowledge of budgeting/public library finance.

Knowledge of District Library Law and federal and state laws applicable to public libraries.

Possession of excellent written and verbal communication and personal relationship skills.

Ability to work with a diverse staff and represent the library at all levels within the community.

Clear understanding of technology and its application in a public library.

**Special Instructions to Applicants**

Cover letter

Resume/CV

3 letters of recommendation with contact information and email addresses.

The District Director’s salary for 2024 will be in the range of $70,000 -$80,000 with a generous benefit package that includes:

Paid vacation, sick leave, holidays and personal days

Employee health insurance package including eye and dental coverage

Pension and Longevity pay

Please call Jenn Donner at 989-362-2651 with any questions. Feel free to visit our website at <https://ioscoarenaclibrary.org/> To apply, please send all required materials to Jenn Donner at j.donner@vlc.lib.mi.us.