



Canton Public Library
connecting your community

Canton Public Library Job Posting

DEPARTMENT HEAD, ENGAGEMENT & DESIGN

Due to an upcoming retirement, the Canton Public Library is looking for a new Engagement & Design Department Head. Under the management of the Library Director, the Engagement & Design Department Head is primarily responsible for all library marketing, public relations, and communications efforts, and for general oversight and management of the Engagement & Design Department. The Department Head also manages the library's marketing and programming budgets, develops and fosters partnerships with community members and groups, and oversees planning for major library events. This position is classified as a full-time salaried position and is exempt from overtime. The nature of the work requires evening and weekend hours.

SCHEDULED HOURS AND COMPENSATION

- Full Time — thirty-seven and a half (37.5) hours per week
- \$73,300-\$93,500 per year
- Paid vacation accrual with one week's vacation available upon hire
- Annual sick leave allowance
- Personal business days
- Paid holidays: nine official holidays, plus three discretionary holidays and your birthday
- Health care coverage, prescription coverage, dental insurance, vision reimbursements, long- and short-term disability, term life insurance
- Employee Assistance Program (EAP), Stellar Staff Award program, Longevity Awards and an active Social Committee
- Defined contribution retirement plan with matching funds up to 5% of salary per year

APPLICATION INFORMATION:

Only complete application packets (that include a current [CPL application form](#), resume and cover letter) received or postmarked by **6:00 PM on Friday, May 15, 2026**, will be considered. Incomplete application packets will not be reviewed.

Submit complete application packets to:

Marian Nicholson – Business Services
Canton Public Library
1200 S. Canton Center Road
Canton, MI 48188
jobs@cantonpl.org

PRIMARY DUTIES AND RESPONSIBILITIES

- Prioritizes Engagement & Design staff workloads and manages workflow.
- Manages the research, analysis, and distribution of societal, industry, market and demographic research for the library. Monitors trends and best practices, making proactive recommendations and developing tools to improve the library's communications, programs, and services.
- Directs the planning and implementation of programming, partnerships, displays, signage, internal communications, external communications, and room reservations for the library, coordinating with other departments as appropriate.

- Manages and oversees all library public programming. This includes managing the programming budget; coordinating publicity; locating hosts for events and managing communication with speakers and other departments concerning set-up and program needs; compiling programming statistics; and working with outside community groups to develop library/community programming.
- Develops, implements, and maintains the consistent use of the library's brand and messaging in all media and outlets, including marketing plans, press releases, photos, presentations, websites, and media contacts.
- Identifies, establishes, and promotes partnerships with municipal, nonprofit, and business organizations in the community that mutually benefit the library.
- Actively participates in long-range planning, including strategic planning, development of objectives, translating library-wide initiatives into department-specific tasks, and coordinating departmental efforts with other Department Heads and also within the framework of the entire library.
- Develops and implements the communication of the Strategic Plan, including updates on progress and completion, working with the Library Director.
- Develops annual department budget in conjunction with the management team and the accountant, allocating expenditures, monitoring the budget, and approving purchase orders and disbursements within those approved amounts and as authorized by the Library Director.
- As part of the management team, develops and interprets library policies and procedures appropriately, and is able to communicate them effectively to both staff and the public.
- Recommends and proposes changes in library policies to the management team for approval by the Library Board, and plans implementation with other Department Heads.
- Adapts department procedures to reach patron satisfaction and workflow efficiency goals.
- Establishes and maintains effective and appropriate working relationships with colleagues, staff, the Library Director, and the public.
- Facilitates and participates in planning and project work groups. Assigns appropriate staff to work groups as department representatives as needed.
- Responsible for the appropriate selection, training, management, scheduling, evaluation, and discipline of department staff.
- Encourages staff development and growth and fosters good employee morale through training, conferences, and workshops.
- Meets regularly with staff to track progress and development, culminating in annual performance evaluations.
- Represents the library by serving on committees or attending/speaking at conferences and meetings at the local, regional, state, or national level as appropriate.
- Works with committees within the library which involve library visibility to create and implement an effective plan to promote the library as a cultural and informational point in the community.
- Develops and implements new methods to improve the efficiency and operations of the department and the library as a whole.
- Manages departmental statistics, such as programming, attendance, room usage, and expenditures, and submits statistics and reports to the Library Director.
- Handles administrative responsibilities as assigned in the absence of the Library Director.
- Stays informed of library news and events via review of all forms of library communication: website, email, SharePoint, library newsletter and blog. Contribute content as appropriate.
- Enforces library policies using a polite and professional approach.
- Accepts special assignments or duties in support of the library's goals and objectives.

REQUIRED QUALIFICATIONS AND SKILLS

- Bachelor's degree in marketing, communications, public relations, journalism, or a related field, or an equivalent combination of education and experience that encompasses the knowledge and skills typically acquired by pursuing such a degree.
- One year of prior supervisory or management experience.
- Able to organize, analyze, and interpret complex data and make appropriate recommendations.

- Possession of high-level verbal and written communications skills and the ability to deliver tactful and decisive explanations of library policies, procedures, and decisions to the public and to staff.
- Excellent interpersonal communication skills, including excellent grammar, spelling, and punctuation skills, as well as presentation and public speaking experience.
- Experience with budget development and management.
- Consistent display of public service attitude that reflects the library's values.
- Demonstrated ability to work with minimal direction and balance multiple projects concurrently.
- Able to effectively manage, prioritize, organize, and direct the work of others according to time requirements.
- Ability to adapt to changing circumstances that require new procedures, new schedules, different assignments, etc.
- Proficiency with most widely-used features of Microsoft Office applications, the Internet, common graphics and publishing programs, and common office equipment.
- Willingness to take on additional projects when needed to advance the library's mission.

PREFERRED QUALIFICATIONS

- Previous experience in a public library or other public service setting.
- Three years of prior supervisory or management experience.
- Demonstrated ability to select, adapt, and apply new techniques and methods to a public library environment.

ESSENTIAL FUNCTIONS

- Sufficient physical agility to stand, walk, bend, stoop, reach, sit, lift up to 40 lbs., and push carts weighing up to 200 lbs.
- Sufficient clarity of speech and hearing, which permits the employee to communicate in writing and verbally.
- Sufficient vision which permits the employee to produce and review a wide variety of materials in both electronic and hard copy form.
- Ability to work effectively under stressful conditions in a fast-paced environment.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. This job description is not a contract between the library and the employee. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. The library reserves the right to revise this job description at its discretion.