

Interim Executive Director

The Gloria Coles Flint Public Library (GCFPL) Board of Trustees is seeking a dynamic Interim Executive Director to lead our public library during an important period of transition, as we conduct a comprehensive search for a permanent Executive Director. This temporary leadership role—anticipated to last 3 to 6 months—is ideal for a mission-driven professional with a strong background in operations, team management, and community engagement.

The Interim Executive Director will ensure continuity of services, support staff and programs, and help identify organizational gaps and opportunities for improvement—laying a strong foundation for the incoming Executive Director.

Knowledge of:

- Library policies and procedures
- State and national library trends
- Public administration
- Electronic resources
- Leadership
- Staff management and conflict resolution
- Budget administration

Skills and Abilities:

- Manage and navigate change
- Interpret and apply laws, regulations, and library policies
- Organize, prioritize, and coordinate a broad range of responsibilities and projects
- Resolve conflicts and maintain a positive work environment
- Identify and address employee performance concerns
- Ensure quality of work against established standards
- Maintain effective working relationships with the Board of Trustees, City of Flint, Flint Board of Education, staff, and community leaders
- Communicate effectively in both written and oral form
- Maintain confidentiality

Qualifications:

- Master's degree in Library Science from an ALA-accredited institution (required)
- Minimum of four (4) years of professional library experience with progressive responsibility
- Minimum of two (2) years of experience in an executive or senior management position

Key Duties and Responsibilities

Operational Management

- Oversee all library operations, including staff, services, and facilities, in alignment with GCFPL's three strategic priorities: early childhood literacy, digital learning, and serving as a community hub
- Ensure facilities, grounds, and equipment are properly maintained and safe
- Ensure compliance with all applicable policies and laws
- Lead and coach staff while maintaining effective communication across the organization
- Manage staff in accordance with union contracts
- Oversee cataloging, shelving, and maintenance of collections
- Promote excellent customer service
- Apply professional training in leadership, policy, ethics, and emerging technologies
- Ensure that programs and resources meet community needs

Financial Management

- Administer the library's budget with Board oversight
- Monitor and evaluate financial operations to align with mission and goals
- Ensure service contractors fulfill obligations

Community Relations and Equity

- Represent the library in the community and with external partners
- Promote inclusive and equitable access to resources and services
- Meet with individuals and groups to resolve library-related issues, with Board notification

Board Relations

- Maintain a collaborative relationship with the Board of Trustees
- Provide biweekly written summaries and monthly reports
- Advise the Board on significant developments, including legislative changes or public concerns
- Communicate directly with the Board President on a weekly basis

To Apply:

- Please submit your letter of interest and resume to interimsearch2025@gmail.com as soon as possible for immediate consideration.
- Your prompt response is appreciated as we aim to move quickly in the selection process.

Annual Salary Range:

- \$100,000 – \$140,000