

Job Description: Library Director

Houghton Lake Public Library

Houghton Lake, MI 48629

QUALIFICATIONS:

- ALA accredited Master's degree in Library Science.
- Appropriate certification from the Library of Michigan as required by state law.
- Ability to effectively use automated library systems, computers, and other library technologies.
- Ability to prepare comprehensive reports and present ideas clearly and concisely in written and oral form.
- Ability to make administrative decisions, develop policies and supervise staff.
- Minimum of 2 years library experience.
- Administrative experience.
- Knowledge of the philosophy and techniques of all facets of public library service.
- Ability to think analytically and to develop new services.
- Ability to exercise initiative and independent judgment.
- Effective interpersonal skills consisting of creative and diplomatic management abilities.
- Demonstrated dynamic leadership skills.
- Ability to motivate, establish and maintain effective working relationships with associates, supervisors, volunteers, other community agencies, governmental bodies and the general public.
- A desire to meet and serve the public.
- Community engagement and development experience.

REPORTS TO: The Houghton Lake Public Library Board of Trustees.

JOB GOAL: The Director serves as the chief administrative officer of the library and is responsible for the effective administration of all library functions with the goals, guidelines and policies established by the Library Board of Trustees.

The Director serves as the official representative of the library and is expected to provide a leadership role within the library, the community, and the library profession.

The Director is to ensure courteous, prompt, and comprehensive service to all library patrons in a cost-effective manner consistent with library policies.

The Director shall be an "At Will" employee, under the direction of the Houghton Lake Public Library Board, consistent with other terms and conditions of the contract between the Library Board and the Director. Responsibilities and desired qualifications may be subject to modification by the Library Board, in conjunction with annual job evaluations and salary review.

RESPONSIBILITIES:

- Effectively promotes the library and its resources in the interest of the community.
- Effectively administers the library's human and fiscal resources.
- Effectively manages the library's collection of materials and information resources, delivery technologies and services.
- Objectively and considerately supervises and coaches staff.
- Actively seeks professional development for the most effective contribution of library resources to the community.
- Successfully implements Strategic Plan for the Houghton Lake Public Library.
- Able to travel to meetings in various locations.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. This is not construed as an exhaustive list of all job duties that may be performed by a person so classified.