

JOB POSTING DUE TO RETIREMENT

POSITION: Director of Houghton Lake Public Library

REPORTS TO: The Houghton Lake Public Library Board of Trustees

CLASSIFICATION: Full-time Administration

COMPENSATION: Negotiable based on experience and qualifications beginning at \$52,000 with an excellent benefit package.

Seeking a career not just looking for a job? HLPL's excellent benefit package includes medical, vision, dental, life & disability insurance and a highly desirable paid retirement program (Municipal Employees' Retirement System) with minimal cost to the employee. Paid time off includes vacation, sick leave, and holidays. This is an exceptional opportunity to share your knowledge and skills in a newly renovated library. For full consideration, applicants are encouraged to apply immediately.

MINIMUM QUALIFICATIONS:

- ALA accredited Master's degree in library science (Level 2 Certification for a Class IV library from the Library of Michigan)
- Knowledge of the philosophy and techniques of all facets of public library service
- Ability to effectively use automated library systems, computers, and other library technologies
- Ability to prepare comprehensive reports and present ideas clearly and concisely both written and verbal
- Ability to exercise initiative and independent judgment
- Ability to make administrative decisions, develop policies and supervise staff
- Library experience with progressive responsibilities
- Ability to think analytically and to develop, implement and evaluate new services
- Ability to formulate and recommend policies to the Library Board
- Ability to apply for and administer grants
- A desire to meet and serve the public

PREFERRED QUALIFICATIONS:

- Level 1 Certification from the Library of Michigan with four years of progressive administrative library experience
- Excellent interpersonal skills consisting of creative and diplomatic management abilities
- Demonstrated dynamic leadership skills
- Demonstrated ability to motivate, establish and maintain effective working relationships with staff, Board, volunteers, other community agencies, governmental bodies and the general public
- Excellent technical, presentation and public speaking skills

Complete job description and posting: www.hlpl.org

PREFERRED START DATE: October 20, 2015

Equal Opportunity Employer

Send letter of application, resume, three work-related references to:

Houghton Lake Public Library

ATTENTION: Director

4431 W. Houghton Lake Dr.

Houghton Lake, MI 48629

or

Email: staff@hlpl.lib.mi.us

Subject line: ATTENTION DIRECTOR

Phone: 989.366.9230