



**6495 Pine Street  
Cass City, MI 48726  
989-872-2856**

## **Library Director Job Description**

The Library Director is the driving force behind a vibrant, welcoming community hub. This role blends leadership, creativity, and hands-on service in a small-town setting where the library truly matters. The Library Director builds strong community relationships and ensures that the library evolves alongside the people it serves, while honoring the mission of Rawson Memorial Library by providing quality materials and services fulfilling the entire community's educational, informational, cultural, and recreational needs in an atmosphere that is welcoming, respectful, and businesslike.

---

### **Key Responsibilities**

#### **Leadership & Administration**

- Serve as the primary administrator responsible for planning, organizing, and directing all library operations.
- Implement policies and procedures approved by the Library Board and recommend new and revised policies as needed.
- Prepare and present monthly reports to the Board, including statistical, financial, and program data.
- Maintain awareness of applicable state and federal laws that affect and impact libraries, including funding and legislative issues.

#### **Financial & Budget Management**

- Develop and manage the annual operating budget, monitor expenditures, and make financial recommendations to the Board.
- Identify potential revenue sources, including grants, fundraising, partnerships, and sponsorships.
- Prepare required financial reports, including state aid reporting.

#### **Staff & Human Resources**

- Recruit, hire, train, supervise, evaluate, and, if needed, discipline or terminate library staff in accordance with library policies and applicable laws.
- Foster a positive work environment that supports professional growth and collaboration.
- Ensure staff compliance with safety, customer service, and organizational standards.

#### **Library Services & Programs**

- Oversee development, implementation, and evaluation of library services, programs, and collections to meet community needs.
- Supervise collection development policies and procedures.
- Integrate technology and digital resources appropriate for patrons.

## **Community Relations & Advocacy**

- Act as primary spokesperson and representative of the library with the public, community groups, and local government.
- Promote library services through community outreach, public presentations, and partnerships.
- Collaborate with Friends of the Library, civic organizations, and other community stakeholders.

## **Strategic Planning & Policy**

- Lead long-range planning in partnership with the Board to establish goals, priorities, and measurable outcomes that keep the library resilient and relevant.
- Ensure that library services align with community needs, trends, and best practices.

## **Facilities & Operations**

- Oversee maintenance and operation of library facilities, equipment, and grounds.
- Ensure safe, accessible, and inviting spaces for patrons and staff.

---

## **Required Qualifications**

- A bachelor's degree in a related field, or equivalent experience demonstrated through prior public library supervisory roles, including budgeting, policy development, staff supervision, and facility management.
- Level 3 Certification or higher awarded by the Library of Michigan, or is willing to obtain certification within four months of hire.
- Completion of the New Director's Pathway and the Advanced Director's Pathway within the Library of Michigan's Niche Staff Skills Academy within six months of hire.
- Completion of the Library of Michigan's Beginning workshop, a part of the Niche Staff Skills Academy, within six months of hire.
- Strong communication, leadership, community engagement, and organizational skills.

## **Preferred Qualifications**

- Master's degree in Library and Information Science (from an ALA-accredited program).
- Experience in small public library environments or rural/small community settings.
- Experience with grant writing and fundraising.

## **Core Competencies**

- Visionary leadership and strategic thinking
- Effective decision-making and problem-solving
- Commitment to customer service and community access
- Ability to manage multiple priorities

**Salary:** Minimum \$25/hour (40 hours/week)

**Benefits:** Retirement (SEP), health insurance, vacation (2 weeks), sick, and personal days (3).