

Dorothy Hull Library – Windsor Charter Township

JOB POSTING

Library Director

Full-Time Position (40 hours/week)

- Salary Range: \$48,000 - \$55,000
- Hours of operation include weekdays and Saturday
- Medical benefits options
- Contribution to 401k or similar account
- Paid vacation and sick time
- Holiday pay
- Flexible work schedule

The Dorothy Hull Library-Windsor Charter Township, located in Dimondale, Michigan, is seeking a full-time Library Director who will be a committed partner in helping to ensure the library remains a community staple for all. The director will be integral to strengthening the library's connection to the community through library services, programs and engagement.

The Library Director acts as the administrative officer of the institution. The Director acts in the capacity of an expert to the Library Board by recommending programs, policies, equipment, staffing and other miscellaneous library matters. It is the Director's responsibility to carry out the policies and decisions of the Library Board. The annual budget is prepared by the Director in cooperation with the Library Board Finance Committee and submitted to the board for review, discussion, and final adoption. Expenditure of library funds is the responsibility of the director under the approval and guidelines of the board. The Director is responsible for personnel, including the assignment of duties, establishment of service standards, staff supervision, and staff development as well as hiring, firing and disciplinary action of library staff. The mission of Dorothy Hull Library is *to provide library resources and services that enhance individual knowledge, enlightenment and enjoyment for our community and improve the quality of life. Further, it is the goal of the Library Board that the library serves as a place for all to discover the joys of reading and value the library.*

Job Description:

- Assumes full management responsibility for all library operations; carries out policies and procedures of the library; provides leadership and direction in the development of short and long-range library plans; gathers, interprets, and prepares data for reports and recommendations for suggested changes and improvements
- Develops and supports activities that supports the Library Strategic Plan as well as other plans and guidance documents
- Establishes appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures and allocates resources accordingly
- Coordinates programming activities including contacts and arranges outside presenters/entertainers as directed; publicizes, promotes, and evaluates programs

- Prepares annual budget and ensures efficient use of budgeted funds, personnel, materials, and facilities; oversees the selection, receipt and cataloging of new library materials; reviews collections on an ongoing basis and coordinates weeding of materials
- Researches and secures grants and other sources of funding
- Assists the Library Board in execution of their duties; works collaboratively with the neighboring Libraries, Woodland Library Cooperative, Holt Public Schools, Village of Dimondale, other Township Departments, hired contractors, and consultants
- Responds to public inquiries regarding library services, reference questions, cultural programs, technology advances and other related issues
- Develops and executes a Communication Plan; prepares informational brochures, articles, and reports to publicize the activities and services of the library, and to increase public awareness of the library as a community resource
- Utilizes technology (e.g., website and social media) to inform the public of library activities including required governance events
- Assures building and facilities are well maintained and addresses preventive maintenance needs
- Maintains essential services, data, and reporting as required by law which qualifies the library for State Aid and Penal Fines

This opportunity requires an individual with:

- Strong leadership qualities, with the ability to inspire staff, the Board, and the community
- Public library leadership and budget experience
- Skills to build and strengthen relationships and connect with the community
- Highly effective communication and problem-solving skills
- A sense of humor, intellectual curiosity, is self-motivated and has an innovative personality

Qualifications:

- Bachelor's Degree from an accredited college or university
- Completion of or willingness to complete, the Library of Michigan required training
- Master of Library Science degree from an ALA accredited school (preferred)
- Public library experience: 2+ years (preferred)
- Eligible for and willingness to obtain notary commission at library's expense
- Availability to attend periodic off-site and evening meetings
- Must be able to perform physical demands of job, including lifting of 30 pounds

Please send a detailed cover letter, resume, and contact information for 3 references via e-mail to Board President, Linda Reznick, lreznickDHL@gmail.com. If submission accommodations are needed, email the Board President. Position will remain open until filled

Equal Opportunity Employer