

## **LIBRARY DIRECTOR - JOB POSTING**

The Salem-South Lyon District Library (SSLDL) is a Class IV library. We employ approximately 43 full and part-time staff with a current annual budget of \$2.9M.

### **TERMS OF EMPLOYMENT:**

1. Full-time employment. The Director is expected to work a flexible schedule, based on 40 hours per week that includes special projects, Board meetings, Friends of the Library meetings, or similar activities. Salary, benefits and termination of employment in accordance with Board policy. The Salem South Lyon District Library is an "at will" employer.
2. It is required to complete the Library of Michigan New Director Workshop within the first year of appointment and will complete the Advanced Director Workshop within the probationary period
3. Salary Range: \$59,000 – \$92,000. Salary is commensurate with experience.
4. Benefits:
  - a. Group Health Insurance including dental and vision (begins 1<sup>st</sup> day of month following hire): 80% paid for employee and their dependents under age 19.  
FSA and HSA: employee funded
  - b. 457 Deferred Compensation: 6.5% of gross wages
  - c. Employee Assistance Program
  - d. Vacation: after 90 days – 4 days available
  - e. Earned Sick Time per Michigan Statute (See Policy 217)
  - f. Paid holidays and Birthday

### **QUALIFICATIONS:**

- A Master's Degree in Library Science or its equivalent from a library school accredited by the American Library Association or receives a waiver from the State Librarian
- Current required Library of Michigan certification based on library Class level (currently Class IV)
- A clear vision for the growth and development of the library
- Problem solving and decision-making acumen
- An understanding of district library organization, administration, services, finance, and procedures
- Strong communication and advocacy skills

**REPORTS TO:** The Library Director is appointed by the Board to efficiently administer the public library in terms of plans, policies and budget adopted by the Board.

**JOB GOAL:** To implement their vision for the library with the support from all stakeholders.

## **CORE RESPONSIBILITIES:**

- Oversee the Library's collections, functions, and outreach.
- Recommends plans for the Library's growth and means of implementation.
- Explains policies to staff and public.
- Implements procedures and manages activities of library staff and volunteers.
- Directs the budgetary process and on-going financial reports.
- Develops community relationships, seeking information to meet current and future needs.
- Alerts the Board to pending legislation that would affect library funding.
- Assesses the quality of staff performance and helps staff reach potential.
- Reviews payroll for employees. Works for needed improvements in working conditions, fringe benefits, and salary scale.
- Facilitates publicity and promotion of library services
- Stays abreast of industry best practices and techniques in library services.
- Oversee proper safety and security measures.
- Ensures that the building and property is well maintained.
- Other duties as deemed necessary by the Board.

While the responsibility remains with the Library Director, s/he may choose to appoint a Designate to execute these responsibilities

**HOW TO APPLY:**

1. Complete an application.  
Submit an application, resume, four references (2 professional and 2 personal) *and* a cover letter which must include your reason for applying, your most significant contribution in a previous role, and what you would bring to the Library. Please send your application materials to [directorhire@ssldl.info](mailto:directorhire@ssldl.info) by COB on 11/18/2025.
2. Use the title **SSLDL DIRECTOR POSITION** in the subject line.
3. Applicants will need to pass criminal history, financial check and social media investigation as they will need to be bonded.

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***The Salem-South Lyon District Library is an at-will and Equal Opportunity Employer***

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