



Grosse Pointe Public Library
Job Posting: Assistant Director
Responsible to: Library Director

Job Summary

The Grosse Pointe Public Library is seeking an experienced and dynamic library leader to be our next Assistant Director. The GPPL is a preeminent Class VI, three-branch district library serving a population of 52,550 in one of the most prestigious communities in metro Detroit. The GPPL has an ambitious strategic plan and building improvements underway. The new Assistant Director will help to lead the GPPL through an exciting period of growth and change. This opportunity is available due to the retirement of the current Assistant Director.

Our staff is our greatest asset at the GPPL. We are seeking a leader who can bring out the best in people, and contribute to our fun and supportive work environment. The ideal candidate will have strong leadership and communication skills and a great sense of humor. The Assistant Director works with the Library Director in leading, planning, and implementing library services, developing budgets, and proposing policy changes to the Library Board of Trustees.

Responsibilities

- Participates in development and implementation of goals, objectives, policies and procedures with a focus on inclusion, equity, diversity and access for all
- Coordinates with staff to translate the Library's strategic plan, goals, and objectives into programs and services
- Ensures smooth daily operations of the Library
- Collaborates with the Director in evaluating, planning and recommending facility improvements; participates in developing and presenting capital improvement projects
- Assists in gathering, analyzing, and reporting statistical data, and submitting annual report to the Library of Michigan; uses data to drive decision making
- Provides guidance in the development of library programming and community collaborations; provides positive image of the Library
- Participates in the hiring, development, training, and evaluation of staff
- Supervises and evaluates Branch Managers
- Models customer service and leadership skills
- Serves as liaison to the Friends of the Library and Library Foundation
- Makes presentations to boards, commissions, neighborhood and business groups as directed
- Participates in the preparation, management, and review of the budget
- Manages collection development, ensuring the selection of appropriate print and electronic resources for the Library with a focus on reflecting the growing cultural diversity of the community

- Participates in job-related activities of professional and community organizations and attends job-related workshops and conferences
- Provides reference and reader's advisory to patrons, through use of print and electronic resources
- Provides patron assistance and instruction in the use of library computers, catalog, electronic resources, digital downloads and Wi-Fi
- Responds to patron complaints and questions about services
- Evening and weekend work may occasionally be necessary
- May represent the Library in the absence of the Library Director
- Participates in labor contract negotiations and the resolution of grievances
- Other duties as assigned

Minimum Qualifications

- Master's Degree in Library Science from an ALA-accredited institution
- Minimum of three years of professional library experience, including administrative and supervisory responsibilities in a public library
- Broad knowledge of public library services and technology
- Strong communication and public relations skills
- Demonstrated passion to serve patrons of all ages, backgrounds, and abilities
- Proven ability to establish and maintain effective working relationships with colleagues and members of the public
- Flexible and able to adapt to change
- Able to work under general supervision with ability to exercise independent judgement and discretion
- Ability to travel between work locations and related places of business as needed

Desired Qualifications

- Experience working in a public employee union environment
- Experience and/or training in Human Resources fundamentals
- Experience in writing and administering grants

Grosse Pointe Public Library is an equal opportunity employer with a strong commitment to diversity and inclusion. We prohibit discrimination on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, disability, veteran status, marital status, or any other legally protected status. Applications by members of all underrepresented groups are encouraged.

Salary \$80,000 to start. Benefits include health insurance, dental and optical insurance, life insurance, short- and long-term disability insurance, 403 B retirement plan, and paid time off including vacation, sick, personal leave, holiday leave, and floating holidays.

How to Apply Please send cover letter, resume and at least three professional references to the attention of:

Kim Hart, Operations Manager
khart@grossepointelibrary.org
 Grosse Pointe Public Library
 10 Kercheval Avenue
 Grosse Pointe Farms, MI 48236

Closing date for applications is September 30, 2021