



## City of Livonia Assistant Library Director

<b>SALARY</b>	\$90,272.00 - \$105,248.00 Annually	<b>LOCATION</b>	City of Livonia, MI
<b>JOB TYPE</b>	Regular Full-Time	<b>JOB NUMBER</b>	1268 o.c.
<b>DEPARTMENT</b>	Civic Center Library	<b>OPENING DATE</b>	04/27/2026
<b>CLOSING DATE</b>	5/12/2026 11:59 PM Eastern		

The City of Livonia is an Equal Opportunity Employer

### SALARY INFORMATION

\$90,272.00 - 105,248.00 Annually

- Starting Salary: \$90,272.00
- After Six Months of Successful Employment: \$91,977.60
- After One Year of Successful Employment: \$93,662.40
- Maximum salary is achieved after four years of employment.

NOTE: Annual salary adjustments may also occur based on collective bargaining agreements.

### JOB RESPONSIBILITIES

The Assistant Library Director assists in overseeing operations, implementing policies and strategic initiatives, managing budgets and resource allocation, coordinating staff development and training, and supporting programs, collections, and community services to ensure high-quality library services for the Livonia community.

#### Key Responsibilities:

##### Library Operations and Leadership:

- Serves as the Library Director's primary second-in-command, providing leadership and decision-making support across the library system
- Assists in overseeing daily and long-term operations across all service areas and the library system, supporting consistent, high-quality service
- Provides operational oversight and coordination of library facilities, working with city departments to ensure smooth operations at both locations
- Directly supervises staff as assigned to ensure consistent services and operational standards
- Leads workflow efficiency efforts across library departments, including Adult Services, Children's Services, Circulation, Technology Services, and other areas coordinating with department managers to ensure operational consistency and effective service delivery
- Complies and analyzes library data to support operational decisions, and prepares reports for the Library Director as needed
- Leads or participates in special initiatives to improve library operations, services, or community engagement

##### Policy & Strategic Implementation:

- Works closely with the Library Director to implement initiatives and contribute to long-range planning in order to achieve goals outlined in the library's strategic plan
- Implements system-wide policies and procedures in collaboration with the Library Director
- Provides input on operational improvements and workflow to align departments with strategic goals, City priorities, and library initiatives
- Assists in tracking key performance indicators (KPIs) for library services and reports progress to the Library Director to inform operational and service improvements

**Building Oversight & Facilities Management:**

- Assists with coordination among city departments regarding maintenance, safety protocols, and emergency preparedness
- Participates in capital improvement planning and design meetings, providing operational insight

**Staff Training and Support:**

- Assists the Library Director in coordinating and implementing professional development and training opportunities for staff
- Shares relevant learning and development opportunities with staff to support skill-building and knowledge across library services
- Fosters a positive, collaborative work environment by mentoring staff, providing constructive performance feedback, and assisting with professional goal-setting
- Oversees library department schedules to ensure adequate operational coverage of staff and Person-in-Charge responsibilities

**Program Development and Implementation:**

- Assists in planning, implementing, and evaluating library programs and services for diverse audiences in collaboration with the Library Director and staff. Provides recommendations for program adjustments based on community interests, data and feedback

**Collections Management:**

- Manages collection budget and resource allocation, distributing funds to staff for specific collections
- Oversees collection development, including selecting materials that meet the needs and interests of the community
- Assists the Library Director with acquisitions planning and collaborates with staff to review and assess collection needs, ensuring alignment with the library's strategic plan and priorities

**Budget Support & Vendor Relations:**

- Assists the Library Director with budget planning and management for operational initiatives, training, and facility support
- Oversees acquisitions of supplies and equipment that directly supports daily library operations
- Maintains relationships with vendors and service providers supporting daily library operations

**Community Engagement & External Liaison:**

- Represents the library in city, cooperative, and community meetings as appropriate
- Develops and maintains relationships with library cooperatives and strategic partners, supporting library services, shared initiatives, and community outreach
- Supports outreach efforts to promote library services and programs within the community

**MINIMUM QUALIFICATIONS AND APPLICATION PROCESS**

By the closing date of this announcement, applicants must:

1. Be a citizen of the United States or resident alien with the right to work in the United States; and
2. Possess a Master's Degree in Library and Information Science from an ALA-accredited college or university; and
3. Possess or, ability to obtain by the date of hire, a Level 1 Professional Librarian Certification from the Library of Michigan; and
4. Have a minimum of eight or more years progressively responsible experience working as a professional librarian, including direct service to the public; and
5. Have four or more years of supervisory or management experience in a public library, including at least two years of direct supervisory experience overseeing professional librarian staff; and
6. Demonstrated experience in public library administration, including contributing to policy development, assisting with budgeting and financial planning, and allocating resources effectively; and
7. Demonstrated experience in staff development, training and team leadership; and
8. Demonstrated knowledge of public library operations, library technologies, collections management, programming, and community engagement; and
9. Have strong organizational, communication, and interpersonal skills; and
10. Have the ability to manage multiple projects, prioritize work effectively, and adapt to evolving organizational needs.

#### PARTS OF EXAMINATION AND WEIGHTS

Interview - 100%\*

\*In the event the number of qualified applicants exceeds 15, an evaluation of the 15 applicants with the most appropriate and responsible combination of experience and training will be invited to the interview.

## KNOWLEDGE, SKILLS, AND ABILITIES

### Key Competencies:

- **Leadership & Organizational Oversight:** Provides strategic and operational leadership across the library system, supporting the Library Director in decision-making, aligning services with organizational goals, and ensuring consistent, high-quality library operations.
- **Library Operations & Service Delivery Management:** Oversees day-to-day and long-term library operations across departments to ensure efficient workflows, consistent service standards, and effective coordination of public services.
- **Staff Supervision, Training & Development:** Leads staff development by mentoring employees, coordinating training opportunities, providing performance feedback, and fostering a collaborative and accountable work environment.
- **Strategic Planning & Policy Implementation:** Supports the Library Director in the development and execution of library policies, strategic initiatives, and performance goals while ensuring alignment with city priorities and long-range planning efforts.
- **Budget, Resource & Facilities Coordination:** Assists the Library Director in managing budgets, allocating resources, and coordinating facility and operational needs in collaboration with city departments and stakeholders to support effective library services.

NOTE: At the time of appointment, applicants are required to pass a pre-employment medical examination conducted by a physician authorized by the City of Livonia.

PURPOSE: The purpose of this examination is to establish an eligible list to fill current, future, regular, and/or temporary vacancies.

**HOW TO APPLY:** Applications can be completed anytime online at [www.governmentjobs.com/careers/livonia](http://www.governmentjobs.com/careers/livonia). If work experience and/or specific skills are listed as qualifications, it will be the responsibility of the applicant to describe their experience and/or skills sufficiently in the Education and Work Experience sections of the application so that it may be determined if they meet the stated qualifications. Applicants who do not comply will be disqualified from further consideration. Attachments or resumes are not accepted in place of completing the information requested on the official application. Applicants will be notified by e-mail of the next steps in the examination process.

**PROBATIONARY PERIOD:** Appointees must satisfactorily complete a six-month probationary period before the appointment will be considered regular.

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**Employer**

City of Livonia

**Address**Livonia City Hall, 33000 Civic Center Drive  
3rd Floor Civil Service Department  
Livonia, Michigan, 48154**Phone**

(734) 466-2530

**Website**<http://www.livonia.gov>

## Assistant Library Director Supplemental Questionnaire

**\*QUESTION 1**

Do you possess a Master's Degree in Library and Information Sciences from an ALA-accredited college or university?

- Yes  
 No

**\*QUESTION 2**

Do you possess or are you able to obtain by the date of hire a Level 1 Professional Librarian Certification from the Library of Michigan?

- I have a Level 1 Professional Librarian Certification from the Library of Michigan.  
 I am able to obtain by the date of hire a Level 1 Professional Librarian Certification from the Library of Michigan.  
 I do not have nor am I able to obtain a Level 1 Professional Librarian Certification from the Library of Michigan.

**\*QUESTION 3**

Do you have a minimum of eight years of progressively responsible experience working as a professional librarian, including direct service to the public?

- Yes  
 No

**\*QUESTION 4**

Do you have a minimum of four years of supervisory or management experience in a public library, including at least two years of direct supervisory experience overseeing professional librarian staff?

- Yes  
 No

**\*QUESTION 5**

Do you have experience in public library administration, including contributing to policy development, assisting with budgeting and financial planning, and allocating resources effectively?

- Yes
- No

**\*QUESTION 6**

Do you have experience in staff development, training, and team leadership?

- Yes
- No

**\*QUESTION 7**

Do you have knowledge in public library operations, library technologies, collections management, programing and community engagement?

- Yes
- No

**\*QUESTION 8**

Do you have strong organizational, communication, and interpersonal skills?

- Yes
- No

**\*QUESTION 9**

Do you have the ability to manage multiple projects simultaneously, prioritize work effectively, and adapt to evolving organizational needs?

- Yes
- No

\* Required Question