LIBRARY/COMMUNITY CENTER DIRECTOR

City of Zeeland, MI

**Duties & Responsibilities:** The City of Zeeland (population 5,719) seeks a library leader who understands the evolving demands of a modern, public library, and believes in visible leadership, listens to all stakeholders, and empowers staff to act with accountability. Service with a focus on excellent customer service is essential. The Howard Miller Library contracts with a number of neighboring townships for service and has a service population of over 22,000. With guidance from the Library Advisory Board, the position directs all library operations and manages a primarily part-time staff of 19 people. In addition, the position oversees the operations of the Community Center in conjunction with facilities and maintenance staff. This is a Department Head position that serves under the supervision of the City Manager and is considered to be a part of the City Management Team.

**Zeeland, MI:** Located 5 miles east of Holland and Lake Michigan and 25 miles southwest of Grand Rapids, Zeeland is a small town with everyday good living, unmatched enterprise and abundant enthusiasm -- Feel the Zeel! The City is home to a strong downtown business district, award-winning schools, beautiful residential neighborhoods, outstanding parks, and world-class industries. The Howard Miller Library is located in the heart of downtown Zeeland – right in the center of activity, including over two dozen community events, local shops & restaurants, inviting green space, an ice skating rink and splash pad. In the past 2 years, over 2.5 million has been invested in our downtown development district with more improvements on the horizon. Zeeland is walkable and bikeable. Within the city’s 3 square miles residents find an abundance of job opportunities at such world-class industries as Herman Miller, Gentex, Reckitt Benckiser, and ITW Drawform to name a few. The city itself is financially strong with a bond rating of AA with a stable outlook. For more information on the city please visit the city’s website at [www.cityofzeeland.com](http://www.cityofzeeland.com).

**Qualifications:** The position requires an MLS or MLIS from an American Library Association accredited institution. A Level II Professional Library Certification from the Library of Michigan or the ability to obtain one is also required. Experience requirements include at least three years of professional library experience, including supervisory responsibilities in a public library. Essential qualifications include a passion for public libraries, the ability to create a library vision for the communities served and the ability to direct staff and focus Library Advisory Board efforts toward the fulfillment of this vision. Effective budgeting and oral/written communication skills, the capacity to build strong working relationships in the community, and a thorough knowledge of library operations are also essential. Please follow this link for a complete [job description.](https://www.ci.zeeland.mi.us/DocumentCenter/View/3579/LibraryComCntrDirector-JD-52418)

This is a salaried position with a hiring range of $62,120 – $80,756 + excellent benefits. EOE

For further information about the position please contact Tim Klunder, City Manager at [citymgr@cityofzeeland.com](mailto:citymgr@cityofzeeland.com) or 616-772-6400.

To be considered for the position please send a cover letter and resume to Human Resources, 21 S. Elm St, Zeeland, MI 49464 or [clerk@cityofzeeland.com](mailto:clerk@cityofzeeland.com) by 5:00 p.m. on March 4, 2022.