

Traverse Area District Library
Job Description – Library Director

INTRODUCTION

Located on the north eastern shore of Lake Michigan, Traverse City is a tourist hub bursting with energy. Traverse City provides a casual sophistication – big city appeal without the big city hassles. Traverse City is the home to the National Cherry Festival, provides amazing opportunities to enjoy the outdoors, all while living in an amazing community.

The Traverse Area District Library (TADL), a network of community libraries, is a district library funded by a dedicated countywide millage. TADL was established by an agreement between the City of Traverse City and Grand Traverse County and then ratified by a vote of residents throughout Grand Traverse County. Within the district there are six public library facilities supported by the district millage. They are the Main Library (Traverse City), East Bay Branch Library, Kingsley Branch Library, and member libraries Fife Lake Public Library, Interlochen Public Library, and Peninsula Community Library.

Three of these facilities (Fife Lake, Interlochen, Peninsula) are Member Libraries that receive most of their support through a contractual agreement with the district. Although Member libraries have independent elected boards, hire their own library directors and operate autonomously, they are full partners with TADL in that their collections are shared throughout the district and they participate in the online public catalog as well as the TADL provided public computing and wireless access systems.

If this speaks to your heart and mind, please read on.

The Library Director is responsible for planning and administering the provision of library services throughout the entire library district by performing the duties below, either directly, or through delegation.

ESSENTIAL FUNCTIONS

1. Responsible for the overall operation of the Traverse Area District Library, including the delivery of library services throughout the entire district.
2. Develops Library goals and objectives in conjunction with the Board and plans services designed to meet them.
3. Formulates recommendations on library policies, facilities, and services to the Board and implements policy decisions.
4. Prepares an annual budget for approval by the Board and administers and monitors income and expenditures.
5. Develops and administers internal plans and procedures.
6. Supervises the staff of the Library including development of personnel policies, recruiting, interviewing, hiring, orienting, training, evaluating performance, and termination decisions.

7. Ensures compliance with pertinent local, state and federal laws, regulations and ordinances.
8. Oversees the preparation of timely financial reports for the Board, the annual State Aid report, and other reports as needed.
9. Supervises development of the library's collection of materials.
10. Publicizes library services by addressing various community groups and other organizations.
11. Assures proper maintenance of the physical plant(s).
12. Manages Union relations including participation in contract negotiations.
13. Works closely with the TADL Friends including attending their board meetings.
14. Represents the Library at meetings and conferences of state and national associations.
15. Participates in the development of, and implements, the district-wide strategic plan as developed and periodically updated by the Library Board.
16. Coordinates with member and branch libraries to assure efficient delivery of quality library services throughout the entire district, including serving as liaison to Member libraries and their directors.

MINIMUM REQUIREMENTS

1. Master's degree in library science or library information science from an ALA-accredited library school.
2. Seven to ten years of progressive experience which demonstrates continual growth of duties and responsibilities in a Public Library.
3. Must possess or become eligible for a Librarian's Permanent Professional Certificate issued by the Library of Michigan.
4. Supervisory experience in a public library or equivalent work setting required.
5. Demonstrated experience managing budgets.

KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of modern library organization, procedures, policies, mission, goals, services, and trends.
- Knowledge of the effective usage of various types of social media.
- Knowledge of computers, online catalogs, databases, networks, the Internet, and their applications for library use.
- Knowledge of automated circulation and registration procedures.
- Considerable knowledge of various laws and regulations regarding the funding and operation of district libraries in the State of Michigan.
- Knowledge of management principles and supervisory skills to effectively direct the activities of staff.
- Knowledge of customer service best practices and the ability to incorporate them into branch operations.
- Knowledge of training, mentoring, and coaching techniques and principles.
- Knowledge of budgeting processes to oversee expenditures and prepare budget requests.
- Ability to read and interpret a wide variety of job related documents.

- Written communications skills to be able to write reports, social media posts, and branch policies and procedures.
- Oral communications skills necessary to make presentations, participate in television and radio programs, and conduct formal library programs.
- Interpersonal skills to work effectively with multi-level staff, patrons, and community group members from all socioeconomic, educational, literacy, and cultural backgrounds.
- Community outreach skills to be able to build relationships with community partners.
- Organizational skills to be able to manage multiple priorities and meet deadlines in a busy public library.
- Critical thinking skills to be able to solve problems and make sound decisions on a daily basis.
- Ability to effectively and positively represent the library before community groups and the public, consistent with the library's vision, mission, and strategic plan.
- Honesty, integrity, ability to maintain confidentiality, and responsible stewardship of Library resources.

Compensation.

The starting salary range of \$80,000-\$92,000 based on experience, along with an attractive benefits package.

Application Process

TADL has partnered with Kent District Library Consulting Services, to facilitate the search and selection process. For more information, contact Bethany Kooyers immediately at: bethanykooyers@gmail.com.

To formally apply, please download an application at the following link:
https://www.tadl.org/sites/default/files/31/employment_application_-_updated_1-23-13.pdf
and submit the completed application, resume, and cover-letter to the following two addresses:

search-committee@TADL.org and,
bethanykooyers@gmail.com .

This position is posted until filled. Candidates are being considered actively. Please don't hesitate to apply.

We would like to thank all applicants and look forward to reviewing their credentials and considering every person with interest in the position.

*** Accommodations for disabilities in relation to the job process are available upon request*