

**Organization:** Mamie L. Yarbrough Benton Harbor Public Library

**Position:** Library Director

**Date Posted:**

**Posted By:** MLY/BHPL Board

**Date Needed:** 30 days from posted date, or until position is filled

**Location:** Benton Harbor, MI

**Coverage Area:** City of Benton Harbor and Benton Charter Township

**Salary:** \$60,000-\$70,000 yearly

**Position Type:** Full-time, exempt, 40 or more hours per week, including evenings and weekends

**Educational Requirements:** MLS/MLIS or equivalent from ALA accredited institution and a Michigan Level 1 library certificate (or fulfill after application)

**Experience Requirements:** 3-5 years of professional library experience at the management level

### **Description & Details**

Lead a growing library into the future! The MLY/BHPL Board is seeking an experienced team player, ready to lead this wonderful institution into the future by spearheading capital improvement projects, and using your public relations expertise. If you feel like you fit this description, please apply!

The library serves the City of Benton Harbor and Benton Charter Township, located in southwest lower Michigan. It is a Class IV library with a diversely rich population of 23,396. It has an annual circulation of around 15,000 and an annual operating budget of about \$700,000. The area is considered rural but with urban characteristics, and is a popular tourist destination, with easy access to Lake Michigan. Nearby larger population areas include Kalamazoo, Michigan, and South Bend, Indiana. Chicago is a 90-mile drive west.

Besides an MLS/MLIS or equivalent from an ALA accredited institution, additional requirements are:

- 3-5 years of demonstrated professional library experience, which includes at least 2 years of management or supervisory experience.
- Demonstrated knowledge in technology and facilities management.
- Excellent communication and interpersonal skills.
- Strong financial experience.
- The ability to establish and maintain effective working relationships with diverse groups

It is also required that applicants have sufficient mobility to work in a fast-paced environment, as well as knowledge in working office equipment. Applicants may be asked to stoop, kneel, crouch, reach, and stand for extended periods of time during the work day.

### **Duties**

Under the direction of the Library Board, the Director will have the following responsibilities:

- Recommend, draft, and implement policies.
- Oversee the financial department, including paying bills and allocating budget.
- Approve and assist in the hiring and training of library personnel.
- Write grants and develop fundraising efforts.
- Direct and maintain library property and facilities, including scheduling repairs and maintenance.
- Serve on library committees for local and state organizations.
- Prepare for millage renewals.
- Develop and lead efforts in capital funding, including funding for a new library elevator.

### **Deadline**

This application is open for 30 days after first posting; if the position is still open after this deadline, the application will remain open until the position is filled.

**Terms of Employment:** Full-time, salaried, at-will employment; initial one-year contract (with 90-day and 6-month evaluations); to be renewed subsequent to annual evaluations by the Board of Trustees; salary and benefits to be established by the Board of Trustees. Must be willing to work variable hours as required, including evening, morning, and weekend events, and for emergencies that prioritize the library's needs and responsibilities.

**Salary:** \$60,000-\$70,000; current benefits include paid holidays, life insurance, paid time off, and 401(k) plan.

### **Application Procedure**

Applications may be submitted electronically or via mail. Please send your cover letter, along with a resume or curriculum vitae, and three professional references to the attention of Jill Rauh, 213 E Wall St, Benton Harbor MI 49022 or send via email to [director@bentonharborlibrary.com](mailto:director@bentonharborlibrary.com), noting Library Director in the subject line.

**MAMIE L. YARBROUGH BENTON HARBOR PUBLIC LIBRARY IS AN EQUAL OPPORTUNITY EMPLOYER**