



## Library Director

The Lapeer District Library is a Class 6 library featuring a central library and six branches. The Library serves over 60,000 people in the City of Lapeer and surrounding townships. The library system has a total print and electronic collections over 120,000 items and total circulation of over 160,000 items per year. Additionally, the library offers a wide variety of programming for all ages, hosting over 1,300 events annually with event attendance totaling over 24,000 individuals. The Library is staffed by its experienced and dedicated 12 full-time and 25 part-time employees. With a total operating budget of about \$3 million annually, the Library is financially sound and stable. Importantly, the community recently demonstrated its support of the Library by renewing the operating millage in 2022.

The Lapeer District Library is governed by a Board of Trustees, seven individuals appointed by the County and several partnering municipalities. A long history of stable leadership and strong support for the administrative staff has been evidenced. In consultation with the Board, the Library Director plans and directs the services of the library system to provide for the education, reading, entertainment and information needs of the citizens of the library district.

The Board of Trustees is seeking an experienced leader to serve as their next Library Director. Given the vital importance of the Lapeer District Library system to the community, the next Library Director will be skilled in working collaboratively with the Board of Trustees, administrative staff, and community partners to drive the Library's Strategic Plan into fruition. The Board of Trustees is particularly seeking candidates who are experienced in building progress within libraries, leveraging resources to expand service provision and user experience. Necessarily, the next Library Director will have advanced skills in effectively communicating and messaging to a wide range of community

partners. The ideal candidate will hold a Master's degree in Library Science or Information Science and evidence previous experience in library administration.

### **Position Closing Date and Submission**

*All candidate submissions for the position must be received by **April 30, 2024, 9:00pm EST.***

Prospective candidates may submit their resume' and five professional references to [recruitment@ThinkAboutPivot.com](mailto:recruitment@ThinkAboutPivot.com), Subject Line: Lapeer Library

Pivot Group, [www.pivotgroupmunicipalservices.com](http://www.pivotgroupmunicipalservices.com), is facilitating the search process for Lapeer District Library's Library next Director. All inquiries about the position should be directed to Pivot Group Lead Recruiter James Freed by email at [James@ThinkAboutPivot.com](mailto:James@ThinkAboutPivot.com).

Candidates desiring confidentiality of their interest, as allowed, and provided by Michigan law, must indicate such at the time of resume submission.

This search is conducted by an Equal Opportunity Employer and Service Provider.

### **Annual Salary**

\$85,000-\$100,000 DOQ. The Library offers a generous Retirement & Healthcare Plan.



# Position Description

## Summary

Under the general direction of the Lapeer District Library Board, plans and directs the services of the library system to provide for the education, reading, entertainment and information needs of the citizens of the library district. Responsible for building and maintaining the library's collections. Develops policies for Library Board approval to guide library operations. Supervises library staff, prepares and administers the budget, and performs other administrative functions. Works in Management Team with Assistant Director for Technical Services and department heads.

## Typical Example of Work

1. Provides recommendations and administers the budget as approved by the Library Board, preparing periodic financial reports and recommending adjustments throughout the year.
2. Keeps abreast of funding sources available for continuation of existing services and development of new service areas, making recommendations to Board as needed, preparing applications and administering grants as needed.
3. Works with Board and staff to establish library objectives and policies then plans and administers programs and procedures governing library services to achieve the objectives and reflect the policies.
4. Oversees maintenance of library buildings and equipment.
5. Plans and makes recommendations for expansion, alteration or relocation of any of the library facilities.
6. Responsible for collection development through selection, regular weeding, replacement and repair of books, periodicals, and other material formats including electronic resources.
7. Interviews and hires, trains, evaluates, counsels and terminates employees as required.
8. Monitors and evaluates service and personnel issues, i.e. circulation, public service hours, community needs, interloan, information access, staffing and employee benefits.
9. Consults and collaborates with community officials and members on library issues and community interests and needs with which the library can assist.
10. Responsible for marketing the services of the library through press releases to media, presentations and conferences with civic, educational and interested groups, programs at the Library and other methods as deemed appropriate and effective.
11. Presents necessary reports to county commission and participating municipalities (Lapeer Township, the City of Lapeer and Mayfield Township).
12. Attends all Lapeer District Library Board meetings making recommendations and providing technical assistance to the Board concerning library service needs and improvements.
13. Provides staff support to the Library Board by assisting with meetings, preparing reports and implementing policy decided by the Board.
14. Administers personnel policies and procedures for library employees, including training, development, scheduling and evaluation, either directly or through appropriate delegation.
15. Maintains knowledge of new developments in the library profession, including technological advances, through professional reading and professional development opportunities.

## Work Styles

- **Cooperation** — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.

- **Adaptability/Flexibility** — Job requires being open to change (positive or negative) and to considerable variety in the workplace.
- **Attention to Detail** — Job requires being careful about detail and thorough in completing work tasks.
- **Integrity** — Job requires being honest and ethical.
- **Concern for Others** — Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.
- **Dependability** — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- **Independence** — Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
- **Self-Control** — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- **Initiative** — Job requires a willingness to take on responsibilities and challenges.
- **Analytical Thinking** — Job requires analyzing information and using logic to address work-related issues and problems.
- **Stress Tolerance** — Job requires accepting criticism and dealing calmly and effectively with high stress situations.
- **Leadership** — Job requires a willingness to lead, take charge, and offer opinions and direction.

### **Social Skills**

- **Service Orientation** — Actively looking for ways to help people.
- **Speaking** — Talking to others to convey information effectively.
- **Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Social Perceptiveness** — Being aware of others' reactions and understanding why they react as they do.

### **System Skills**

- Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.

### **Resource Management Skills**

- Managing one's own time and the time of others.
- Motivating, developing, and directing people as they work, identifying the best people for the job.
- Determining how money will be spent to get the work done, and accounting for these expenditures.
- Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.

### **Computer Skills**

- **Databases** - Using a computer application to manage large amounts of information, inputting data, retrieving specific records, and creating reports to communicate the information.
- **Graphics** - Working with pictures in graphics programs or other applications, including creating simple graphics, manipulating the appearance, and inserting graphics into other programs.

- **Internet** – Navigating the Internet to find information, including the ability to open and configure standard browsers; use searches, hypertext references, and transfer protocols; and send and retrieve electronic mail (e-mail).
- **Navigation** - Using scroll bars, a mouse, and dialog boxes to work within the computer's operating system. Being able to access and switch between applications and files of interest.
- **Presentations** - Using a computer application to create, manipulate, edit, and show virtual slide presentations.
- **Spreadsheets** - Using a computer application to enter, manipulate, and format text and numerical data; insert, delete, and manipulate cells, rows, and columns; and create and save worksheets, charts, and graphs.
- **Word Processing** - Using a computer application to type text, insert pictures, format, edit, print, save, and retrieve word processing documents.

## **Abilities**

- **Oral Comprehension** — The ability to listen to and understand information and ideas presented through spoken words and sentences.
- **Oral Expression** — The ability to communicate information and ideas in speaking so others will understand.
- **Written Comprehension** — The ability to read and understand information and ideas presented in writing.
- **Information Ordering** — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- **Category Flexibility** — The ability to generate or use different sets of rules for combining or grouping things in different ways.
- **Deductive Reasoning** — The ability to apply general rules to specific problems to produce answers that make sense.
- **Near Vision** — The ability to see details at close range (within a few feet of the observer).
- **Speech Clarity** — The ability to speak clearly so others can understand you.
- **Speech Recognition** — The ability to identify and understand the speech of another person.
- **Inductive Reasoning** — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- **Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.
- **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Complex Problem-Solving Skills** — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

## **Work Activities**

- **Getting Information** — Observing, receiving, and otherwise obtaining information from all relevant sources.
- **Interacting With Computers** — Using computers and computer systems (including hardware and software) to set up functions, enter data, or process information.
- **Communicating with Supervisors, Peers, or Subordinates** — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- **Identifying Objects, Actions, and Events** — Identifying information by categorizing, estimating,

recognizing differences or similarities, and detecting changes in circumstances or events.

- **Performing for or Working Directly with the Public** — Providing customer service for people or dealing directly with the public.
- **Establishing and Maintaining Interpersonal Relationships** — Developing constructive and cooperative working relationships with others, and maintaining them over time.
- **Processing Information** — Compiling, categorizing, calculating, tabulating, auditing, or verifying information or data.
- **Updating and Using Relevant Knowledge** — Keeping up-to-date technically and applying new knowledge to your job.
- **Communicating with Persons Outside Organization** — Communicating with people outside the organization, representing the organization to patrons, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.
- **Handling and Moving Objects** — Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.

### **Physical Requirements/Working Conditions**

This job requires the ability to perform the essential functions contained in this description. These include but are not limited to, the following requirements and working conditions. Reasonable accommodations may be made for otherwise qualified applicants unable to fulfill one or more of these requirements:

- Stooping, bending and kneeling to shelve or retrieve books
- Ability to travel to various library locations for meetings, training workshops and other purposes
- Ability to enter and access information in a terminal
- Ability to access all areas of the library
- Exposure to books and other materials with molds, mildews and dust
- Work hours may be varied, including evening and weekend hours

### **Education/Experience**

Master's degree in Library Science or Information Science (MLS or MLIS) from an American Library Association (ALA) accredited school. Five years of progressively responsible experience in library administration.

### **Other Requirements**

Permanent Professional Certificate from the Library of Michigan  
Possession of a valid Driver's license