

DIRECTOR-PENTWATER TOWNSHIP LIBRARY

The Library Board of Trustees is seeking an individual with a proven record of success in public libraries to serve as the library's next director. The Board seeks a candidate who can guide an already excellent community library into the future. The candidate should have strong financial management skills, be able to support the Board in strategic planning, be knowledgeable in technology, and have strong leadership and interpersonal skills.

Minimum qualifications include an Associate's Degree, Level 4 Library of Michigan Certification (or the ability to obtain the certification in the first twelve months of employment) and at least three years public library experience. Excellent written and spoken communication skills required. Submit (electronically only) a letter of interest, resume, at least three professional references and any other supporting materials to Pentwater Township Library Director Search, librarian@pentwatertownshiplibrary.org. Deadline for applications is August 24, 2015. The Pentwater Township Library is an Equal Opportunity Employer.

The Library

The Pentwater Township Library is a vital community resource committed to enriching, enlightening, and inspiring everyone through innovative approaches and dynamic community partnerships. Pentwater Township Library is a Class I library. The library provides a variety of valued community services including computers for public use, a video library, free wifi, popular children's programs, and presentations by popular authors among other services.

The Community

Our community is located on the shores of beautiful Lake Michigan, and blessed with sandy beaches second to none. Wooded sand dunes and beautiful beaches stretch from north to south along the township shoreline. Downtown Pentwater, located on Pentwater Lake, is known for its quaint shops, art galleries and restaurants. The town boasts a beautiful municipal marina. Pentwater is a well-known tourist destination with many quaint cottages and historic Victorian homes. Located on the shores of Lake Michigan, we are blessed with Charles Mears State Park and beach that is one of the most sought after camping areas in the state.

Qualifications

- Minimum of Associate's Degree
- Level 4 Library of Michigan Certification (or the ability to obtain the certification in the first twelve months of employment)
- Three or more years public library experience
- Excellent written and spoken communication skills required.

Physical Requirements

- Must be able to lift and carry books up to fifty (50) pounds
- Walking, stooping, bending, sweeping, and shoveling snow may be required
- Appropriate dress, as in an informal office, is required

Duties of the Director

- Leadership of daily operations of the Library
- Development and evaluation of Library services
- Financial management of the Library, and preparation of annual Library budget
- Facilities development and management
- Community outreach – establishment and maintenance of local community network including Friends of the Library
- Collection development and maintenance
- Implement the strategic plan
- Hire, train, supervise and evaluate all library staff
- Assists the Board in the development of appropriate policies for operation of the library

Compensation

- Salary will be determined based upon training and experience will be regionally competitive for a Class I library. Expected salary: \$30,000 – \$35,000

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