

## **Patmos Library of Jamestown Township, Michigan**

### **Library Director, Full-Time**

- Full-Time Position (average 36 hours/week)
- Salary Range: \$50,000 - \$53,000
- Medical benefit options
- Paid vacation and sick time
- Holiday Pay
- Flexible work schedule
- Signing Bonus of \$2,000

The Patmos Library of Jamestown Township is seeking a Full-Time Library Director who will be a committed partner in helping to ensure the Library remains a community staple for all. The new director will be integral to strengthening the library's connection to the community through library services and programs, including listening to the wants and desires of community patrons, organizing and offering community events, and offering an annual survey to community members

In November of 2023, the Jamestown Township community voted to reinstate taxpayer funding for the library. The Library Board is committed to continuing to move in this positive direction and looks forward to partnering with a new library director in this project.

The Library Director acts as the administrative office of the institution. The Director uses their expertise in recommending programs, policies, equipment, staffing, and other miscellaneous library matters to the Library Board and carries out the decisions of the Library Board. The annual budget is prepared by the Director in cooperation with the Library Board Treasurer and submitted to the board for review, discussion, and final adoption. Expenditure of library funds is the responsibility of the director, under the approval and guidelines of the board. The Director is in charge of personnel, including the assignment (or reassignment) of duties, establishment of service standards, staff supervision, and staff development as well as hiring, firing and disciplinary action of library staff.

The mission of Patmos Library is to **Inform, Enlighten, and Inspire** patrons. We wish to provide quality materials and services that provide access to information that supports and enhances the educational, cultural, and recreational needs of the community.

#### **Job Description:**

- Assumes full management responsibility for all library operations; carries out policies and procedures of the library; provides leadership and direction in the development of short and long-range library plans; gathers, interprets, and prepares data for reports and recommendations for suggested changes and improvements.
- Establishes appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures and allocates resources accordingly.
- Prepares annual budget and ensures efficient use of budgeted funds, personnel, materials, and facilities; oversees the selection, receipt and cataloging of new library materials; reviews collections on an ongoing basis and coordinates removal of materials.
- Researches and secures grants and other sources of funding.
- Assists the Library Board in execution of their duties; works collaboratively with the Library staff, Lakeland Library Cooperative, local area schools, other Township Departments, hired contractors, and consultants.
- Responds to public inquiries regarding library services, reference questions, cultural programs, technology advances and other related issues;
- Prepares information brochures, articles, and reports to publicize the activities and services of the library, and to increase public awareness of the library as a community resource.
- The Library Director serves as the first point of contact for dealing with alarms/emergency calls and coordinating response.

#### **This opportunity requires an individual with:**

- Strong leadership qualities, with the ability to inspire staff, the Board, and the community;
- Public library leadership and budget experience;
- Skills to build and strengthen relationships and connect with the community;
- Highly effective communication and problem-solving skills;
- Intellectual curiosity, self-motivating and an innovative personality.

#### **Qualifications:**

- Bachelor's Degree in English Language Arts, business, public administration, communications or other related fields
- Master of Library Science degree from an ALA accredited school (preferred).
- Public library experience: 2+ years
- Supervisory/Management Experience: 2+ years (preferred)

- Availability to attend periodic off-site and evening meetings
- Must be able to perform physical demands of job, including lifting of 30 pounds

**Please send a detailed cover letter, resume and contact information for 3 professional references via e-mail to Board President, Alaina Kwiatkowski: [patmoslibraryboard@gmail.com](mailto:patmoslibraryboard@gmail.com) by April 12, 2024.**