



## **Library Director - Huntington Woods Public Library**

Due to the retirement of our current director, Huntington Woods Library is seeking an experienced administrator with a proven record of fiscal responsibility, community involvement, and general management skills. The successful candidate will be outgoing, tech savvy and a strong advocate for libraries. The library has a service area population of just fewer than 10,000, serving both the Huntington Woods and Pleasant Ridge communities. Huntington Woods is approximately three miles north of Detroit and offers small town living with easy access to shopping, cultural activities, sports, and recreation.

The library is a city department with a dedicated budget. The director reports directly to the City Manager with a staff of twenty and works closely with the Library Advisory Board.

The library is a focal point for the community and offers a wide variety of programming for all ages. As a community center, the library has two large rooms for programming and rental, one of which is the Woods Gallery hosts art exhibits by esteemed Detroit-area artists and is separately managed. The library is also proud of its robust and active Friends of the Library group.

### **DESIRED QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES:**

- Master of Library Science degree from an ALA accredited program.
- A minimum of five years' library experience, with at least two years in an administrative or managerial capacity in a library setting.
- Thorough knowledge of the principles, practices, and procedures of professional library administration.
- Thorough knowledge of library collection development.
- Strong desire to develop programs and services to meet the needs and interests of our communities.
- Ability to hire, train and supervise the work of professional and non-professional library staff members.
- Ability to maintain records and prepare comprehensive reports on operation of the library, programs offered, collection changes, funding options, and other related issues.
- Ability to communicate effectively and present ideas orally and in writing.
- Ability to work effectively under stress and changes in work priorities.

### **ESSENTIAL JOB FUNCTIONS:**

- Manages and supervises library operations. Hires, trains, and evaluates library employees.
- Provides leadership and direction in the development of short and long-range library plans. Gathers, interprets, and prepares data for studies, reports, and recommendations. Coordinates and recommends changes to the library master plan.

- Provides advice and makes presentations regarding library issues to City administrators, boards, commissions, community groups, and the public.
- Oversee the selection, cataloging and general collection of books and other items contained in the library.
- Assures that library facilities and equipment are properly maintained. Coordinates maintenance and repairs when necessary.
- Leads monthly Library Advisory Board meetings, preparing agenda and providing library statistics on a regular basis.
- Initiates and negotiates contracts, applies for and administers grants, and manages the bidding process.
- Responds to public inquiries regarding library services, cultural programs, technological advances and other related issues.
- Responsible for coordination of Library annual budget and CIP (capital improvement plan) with City Finance Director and City Manager.
- Responsible for financial oversight and adherence to annual budget.
- Performs related work as required.

**COMPENSATION:**

Salary commensurate with experience and qualifications: \$75,000-\$82,000. Benefits include health insurance, dental and optical insurance, life insurance, short- and long-term disability insurance, MERS defined contribution retirement plan, and paid time off including vacation, sick, personal leave, holiday leave, and floating holidays.

**APPLICATIONS:**

Applications for this position accepted until June 1, 2026. Must include cover letter, resume and three professional references. Electronic submissions can be sent to:

Heidi Barckholtz, City Clerk/HR  
[hbarckholtz@hwmi.org](mailto:hbarckholtz@hwmi.org)  
26815 Scotia Rd.  
Huntington Woods, MI 48070  
248.581-2638

Huntington Woods Public Library is an EOC employer with a strong commitment to diversity, equity, and inclusion.