

Job Ad

The **Newaygo Area District Library** is seeking an accomplished leader to serve as its next **Director**. This dynamic leadership position reports to a seven-member Board of Trustees and is responsible for the executive administration of the organization. The successful candidate will be a “hands-on” administrator, be visible in the library and in the community, have a vision for library service, and have the ability to articulate that vision to the Board, the staff, and the public. Candidates will have strong technology skills and a vision for the use of technology in providing library services, be an excellent communicator, and have experience in managing and directing employees. Candidates should also be able to demonstrate examples of successful community/library collaboration and outreach, library programming development, customer service focus, financial management expertise, and strong Board relations.

About the Library: The Newaygo Area District Library (NADL) is a Class III library serving a population of over 7,400 in the city of Newaygo, Brooks Township, and a portion of Garfield Township. Newaygo is a picturesque community nestled on the banks of the Muskegon River. In recent years, the natural beauty of the area, the friendly small-town atmosphere, and progressive community planning have drawn new businesses and families alike. The library is proud to serve this vibrant community.

The library, located in the historic downtown area of Newaygo, is open 43 hours, six days a week with a dedicated and enthusiastic staff of 7-8 and an approximate annual budget of \$400,000. A renovation and expansion of the original Carnegie Library building was completed in March of 2013. The project increased the size of the building from approximately 3,000 square feet to over 11,000 square feet and made it completely accessible. Our mission is **to be the place in the community where people learn, connect, and explore**. The Newaygo Area District Library is a member of the Lakeland Library Cooperative.

Qualifications: Qualified applicants will have a minimum of 2 years of progressively responsible experience as a public library administrator or department head. To be considered, any candidate must at least hold a 4-year degree with the ability to obtain a Michigan Library Certification Level III. Applicants holding an MLS degree from an ALA-accredited institution are preferred. Qualified applicants will have extensive knowledge of current public library principles, methods and practices and will possess the ability to establish and maintain effective working relationships with community leaders, public officials, professional groups, library employees and the general public. Applicants must also possess a working knowledge of budget preparation, grant writing, and fundraising.

Salary: Commensurate with experience and qualifications.

Contact: The NADL is an equal opportunity employer. Resumes will be accepted until September 1, 2023. Interested individuals should send a cover letter (include email contact information), resume, and contact information for three references to:

By Mail: Attention Library Board Personnel Committee; Newaygo Area District Library, 44 North State Road, Newaygo, MI 49337

By Email: Attention Library Board Personnel Committee; new@llcoop.org

(From Board Bylaws Article VII)

LIBRARY DIRECTOR

Section 1. The Library Director shall have sole charge of the administration of the Library under the direction and review of the Board. The Director shall be responsible for:

- a. staff employment, direction and development;
- b. library materials acquisition, organization and maintenance;
- c. facility and equipment operation and maintenance;
- d. provision of efficient library services to residents of the district and other patrons;
- e. preparation of an annual budget proposal with supporting documentation;
- f. operation of the Library under the constraints of the Board-adopted annual budget;
- g. submitting to the Board within six (6) months after the end of each fiscal year a written annual report covering the fiscal year of the Library, including an audited financial statement;
- h. keeping the Board reasonably informed with respect to Library operations, and providing the Board with periodic written operational and financial reports regarding the Library;
- i. other responsibilities as may be assigned by the Board.

Section 2. The Library Director or the Library Director's representative shall attend all meetings of the Board, unless otherwise directed by the Library Board President.