

Library Director - Gladwin County District Library

Due to the unexpected death of the former Director, this millage-supported District Library is seeking a new Director to continue its active growth trajectory in the communities of Gladwin and Beaverton.

Library Points of Pride:

- Excellent Genealogy and Local History Library staffed by dedicated volunteers, with a rapidly growing collection of primary local source materials.
- Well-attended community programs.
- Sweet “B” Café – the coffee shop in the Beaverton branch.
- Active Friends of the Library organization.
- Fitness centers associated with both locations.
- Excellent, modern facilities recently updated in both locations.
- A broad, deep base of support for our funding, facilities and programming.

Qualifications:

- Master of Library Science Degree from an ALA accredited institution.
- Financial management competence.
- Strong historical and genealogical interest.
- Commitment to public libraries and the role they play in their communities.
- Firm understanding of changing public expectations of libraries.
- Three (3) professional references.

Requirements:

- Ability to work independently.
- Strong leadership skills.
- Commitment and skill at integrating technology into library operations and service.
- Ability to engage and work with the Board, staff, and the public.
- Constantly aware of changing public uses of traditional and online library resources.
- Successful Grant writing experience.
- Skill at budget preparation and fundraising.

Duties:

- Monitor purchase requests and expenditures.
- Administer local, state, and federal revenues and gifts.
- Implement board-adopted policies and procedures.
- Attend board meetings, submit timely reports and keep the board informed.
- Advocate for the library by serving as official representative to other governmental units and community, civic, and social organizations.
- Collaborate with Beaverton Activity Center and Gladwin Community Arena boards.

- Maintain active involvement in Valley Library Consortium, White Pine Library Cooperative, Michigan Electronic Library, and other organizations that promote efficient sharing of library resources.
- Administer the maintenance of facilities and equipment, seek continued development, and plan for improvement and utilization of facilities.
- Promote staff morale through communication, staff meetings, in-service programs, and staff training.
- Prepare and submit all reports, postings and other documents required by law or contract in a timely manner.
- Provide for regular, timely website updates through IT person, and encourage staff sharing of library activities and events on social media.
- Monitor, oversee and evaluate cost and adequacy of insurance services and provide recommendations to Board.
- May require evening and occasional weekend hours as necessary.

Other Information:

Salary commensurate with experience, plus fringe benefits.

Applications will be accepted until position is filled.

Equal Opportunity Employer:

Gladwin County District Library does not discriminate in its employment on the basis of race, color, religion, national origin, citizenship, sex, age, height, weight, marital status, veteran status or disability. We provide reasonable accommodation for qualified individuals with a disability if requested.

Application:

Qualified applicants may apply by submitting a resume, cover letter and three professional references to:

Att: John Rhode
Gladwin County District Library
402 James Robertson Drive
Gladwin, MI 48624

Additional information:

Questions may be directed to: gcdl1934@gmail.com

Find us at www.gcdl.org

Find out more about our community at: www.gladwincountychamber.org