



Library Opening

Posted: June 4, 2024

Position

Library Director

Education & Experience

A Bachelor's degree is required from an accredited institution; possession of a Level 3 Librarian's Professional Certificate issued by the Library of Michigan, or ability to obtain one; a minimum of five years' experience in library operations preferred, of which at least one year has been in an administrative or supervisory capacity; proven success in budgeting and personnel management is desired.

Nature of Work

This is an exciting opportunity to be director at a library with a multicultural community (population of 11,480), and an annual budget of over \$500,000. The District Library is comprised of a 9,400 sq. ft. main branch facility located in the heart of Imlay City, and an 800 sq. ft. satellite branch located in Attica Township.

Under the direction of the library board, the director will have the following responsibilities:

- *Recommend, draft and implement policy
- *Prepare for millage renewals
- *Prepare and present the annual operating budget
- *Direct and control the expenditure of operational funds within the approved budget
- *Manage, hire and mentor library personnel and direct their training
- *Write grants and develop fundraising activities
- *Perform bookkeeping and payroll functions
- *Direct the development, repair and maintenance of library facilities and grounds
- *Serve as library liaison in the local community
- *Serve on library committees for local, state, or national organizations
- *Evaluate staff on an annual basis

Starting Salary

Salaried/ Overtime Exemption, 40+ hours per week, on site.

Salary Range \$56,500 to \$66,500 based on experience. Benefits package included.

Application Deadline

Open until filled.

Application Process

Send a current resume, cover letter and three professional references to:

Ruth Hughes Memorial District Library
Attn: Board of Trustees
211 N. Almont Ave.
Imlay City, MI 48444-1004

Or, e-mail submissions will be accepted at: libraryboard@ruthhughes.org