

Position: Paw Paw District Library Director

The Paw Paw District Library's Board of Trustees is in search of the next district library director. The ideal candidate will be an innovative and collaborative leader with a vision for building upon PPDL's tradition as a valued community gathering space and resource. The library's recent construction of an outdoor activity space is just one of the most recent examples.

Responsibilities of the director include outreach, reviewing and revising the library's strategic plan, as well as using continuous improvement to advance the role of the library in the lives of the district's citizens.

The library is Class IV and has a staff of 18 creative and dedicated individuals. The service area mirrors a Class B school district with enrollment of 2,100+ students. It has a population of 14,000 citizens and includes five townships. The library has been in the community for over a hundred years and the current building was built in 2012 with over 16,300 sq. feet on one floor. The annual operating budget is \$1,280,000 with a circulation of 85,000.

The Village of Paw Paw and the district that the library serves, offers country charm with access to all the amenities of larger cities. Located in the heart of southwest Michigan's grape country, Paw Paw is within easy driving distance to surrounding attractions in Kalamazoo, Grand Rapids, and beautiful Lake Michigan. It offers the infrastructure to support new opportunities for growth while holding on to its history as a farming community. Paw Paw is surrounded by vineyards, orchards, and lakes offering a great quality of life with seasonal activities indoors and out. For more information on Paw Paw visit: www.pawpawchamber.com.

FLSA Status: Exempt

Work Schedule: Weekdays with some weeknight and weekend hours

GENERAL STATEMENT OF DUTIES:

The director oversees all core functions of the district library, including administration of library operations, technical decision-making, financial management, human resources, facility and grounds maintenance, coordination with external organizations, and formulation of policy recommendations to the Board. The position requires a thorough, up-to-date knowledge of the public library field.

For a complete job description visit our web page: www.pawpawlib.org

MINIMUM QUALIFICATIONS: KNOWLEDGE, SKILL AND ABILITY:

Extensive knowledge of library science principles and library administration, including budgeting, strong oral and written communication skills, and a solid understanding of personnel management.

EXPERIENCE AND TRAINING:

A Master's Degree in Library Science from an accredited college or university is required. Preferred qualifications include five (5) years of progressively responsible library administration experience including at least three (3) years in a supervisory capacity. Any combination of experience and training which provides a demonstrated potential for performing the duties of the position will also be considered. The director must have or apply for a Level 2 professional certificate from the Library of Michigan.

Salary: \$70,000-\$90,000/year with generous fringe benefit package. Salary commensurate with experience.

How to Apply:

Mail or email a cover letter and resume (references will be requested after the interview process) to:

Jennifer O'Donnell

Search Committee Coordinator

609 W. Michigan Avenue

Paw Paw, MI 49079

jodonnell@pawpawlib.org

Applications received before September 1 will be given first consideration. The position will remain open until filled.