Director Search Posting

The Manistee County Library Board seeks a Director, due to a retirement. The Manistee County Library (MCL) is a county-wide system, with five branches; the main library in Manistee is housed in a historic 1905 Carnegie library building. The MCL serves a county population of around 25,000 with a mix of union and non-union staff and a budget of more than $1.3 million dollars. The library enjoys strong community support.

The ideal candidate will be community-minded and willing to engage and support a wide range of patrons. The candidate will have: Outstanding leadership and human resource skills; experience working in a union staffing environment; familiarity with budgeting and planning; skill deploying and using technologies in service of the MCL’s mission, and; a deep understanding of the role public libraries play, their daily operations, and future trends.

The candidate must have a Masters degree in library science or library and information science from an ALA-accredited program and a minimum of four (4) years of increasingly responsible experience post-degree in a professional public library position. At least two (2) years must have been in a position of administration and supervision in a public library. A complete position description is available at:
manisteelibrary.org/director-search-1

Manistee County is on the west side of the state, on the shores of Lake Michigan. Beautiful beaches are within a 10-minute walk from the main branch.

Salary: From the mid $50s to mid $60s, commensurate with experience; the benefit package includes health insurance and pension plan.

Applications will be accepted until the position is filled, but those received by 5 pm (EDT) on Friday, April 7th, 2017 will receive first consideration. Electronic submissions required. Interested individuals should forward a cover letter, which specifically addresses the position requirements and a resume; candidates selected for interview will be asked to provide three references with complete contact information.

Electronic submissions and requests for additional information should be directed to the Manistee County Library: directorsearch@manisteelibrary.org

Manistee County Library

Job Description

Library Director

Nature of Work:

The Library Director is the chief administrative officer of the Manistee County Library. The Library Director has overall responsibility for all management, administrative, and professional functions of the Library, with direction from the Library Board. The Library Director reports to the Board and is an at-will employee. The Library Director should have or be eligible for Michigan Public Library Level One Certification.

The principal duties and responsibilities of the position include, but are not necessarily limited to the following general areas:

Responsibilities: (These examples do not include all of the tasks which may be expected.)

1. Responsible for the day-to-day administration of the library system, within the framework of the library boards’s adopted strategic plan, policies, and budget.
2. Recommends and drafts policies for board consideration. Implements policies and decisions approved by the board.
3. Responsible for the finances of the library system, including drafting an annual budget; administers the budget and submits regular financial updates to board.
4. Leads the identification, implementation, and use of technology to provide and

expand services and support for library communities.

1. Responsible for employing library personnel; provides appropriate job descriptions for all staff; oversees annual evaluations; monitors staff development and serves as a mentor and coach.
2. Serves as spokesperson in communicating library policies and procedures to the staff and public.
3. Promotes utilization and support of the library and its services and resources.
4. Manages the library system’s fund development activities aimed at securing gifts, endowments, bequests, and grants.
5. Represents the library at professional meetings and in community organizations and at community functions.
6. Keeps the library board and library staff informed regarding trends in the library and information science field.
7. Keeps the library board and staff informed of state and national legislation and policy actions affecting public libraries.
8. Is the official representative of the library system.
9. Oversees the operation of the main library and all branches
10. Oversees the maintenance of the buildings, grounds, and equipment.
11. Other duties as assigned by the board.