

Cedar Springs Public Library

Library Director

The Cedar Springs Public Library Board is seeking an enthusiastic, engaging, self-starter to serve as their director in this growing and thriving rural community located just twenty miles north of downtown Grand Rapids. Serving a growing population of 10,123, with a budget of just over \$216,000, Cedar Springs Public Library provides traditional and digital materials, online databases and services, programs and resources for all ages. This position offers the best of what librarianship has to offer: a beautifully maintained facility built in 2017, a dedicated and creative staff, a supportive board and community and the ability to build on the existing strong partnerships with the city and contracting township (Solon), local schools, businesses and organizations.

Primary Skills and Duties:

Administration and Management:

- Thorough knowledge of current library principles and practices, including circulation, reference, cataloging and acquisitions, materials selection, collection management and technology.
- Ability to analyze professional and administrative problems and arrive at and implement practical and effective solutions.
- Ability to communicate effectively and concisely, orally and in writing and to establish and maintain effective working relationships with the board of trustees, staff members, community groups, the press, and the general public.
- Skill in planning and supervising the work of others.
- Responsible for overseeing all aspects of the building and grounds to ensure a safe and welcoming facility.

Advocacy and Engagement:

- The director participates in a variety of community activities and works with other local schools, agencies and groups on behalf of the library.
- Actively fundraises for the library by nurturing established relationships and building new partnerships and engaging members of the community.
- The director seeks to influence governmental action at the local, state and national levels, on behalf of public library services.
- The director calls the board's attention to any pending legislation that affects library funding.
- Represents the Library at Lakeland Library Cooperative meetings and keeps abreast of current trends and techniques in public library service; participates in the activities of professional library organizations and pursues continuing education.

Planning and Assessment:

- Works to review current services by assessing community needs, addressing current concerns, and plans accordingly for future services.
- Ability to plan, organize and direct a complete program of library activities and services.
- Reviews and refines procedures to produce optimal service.

- Assists Board in strategic and long-range planning and administers the adopted plan.
- Prepares the annual statistical report for the Library of Michigan.
- Seeks and prepares grant applications for other sources of funding.

Budgeting and Financing:

- Prepares a monthly financial report for the Board and works on the annual budget in consultation with the Library Board's Finance Committee.
- Monitors, reviews and approves all revenue and expenditures to maintain figures within budget.
- Oversees all financial transactions and required local, state and federal reporting.
- Works closely with the City's Finance Director and Board Finance Chairperson on processing monthly expenditures, the annual audit and is available to answer any questions on library administration and financial details, as needed.

Education and Experience: (PLEASE NOTE:)

- The Cedar Springs Public Library is *currently* a Class III Michigan Public Library serving a population over 7,000 and under 11,999.
- The State requires that the Library Director have a Level 3 Certification from the Library of Michigan, which includes a completed Bachelor's Degree from an accredited college or university *prior to employment* and the completion of the beginning workshop and other required training offered by the Library of Michigan *within the first year of employment*.
- The ideal candidate will have an MLS from an ALA accredited college or university and a State of Michigan Professional Certificate.
- 2-3 years Library supervisory experience is preferred, but the board will consider other supervisory experience.

Salary and Benefits:

- This is a full-time, salaried, 40 hour per week, exempt position with the occasional week night and weekend hours depending on staffing and programming needs.
- The salary is set at \$45,000.00 and medical benefits include health, dental, vision and life insurance for the employee. If medical benefits are not required, the salary may be negotiable.
- Full-time salaried employees receive 8 paid holidays, 6 personal/sick days and begin with 2 weeks of vacation.

To apply: Please send a resume, detailed cover letter describing your experience and reasons for applying and the name and contact information for 3 professional references to Carol Dawe: carol@llcoop.org by November 19th.

Candidates will be required to submit answers to written questions prior to an in-person interview. The Board hopes to hire a candidate who can begin to work on or around the 3rd of January, 2022.