

Library Director - Librarian

LIBRARY MISSION:

The mission of the Clinton Township Public Library is to empower our community members to be effective, ethical users and producers of ideas and information, critical thinkers, and lifelong learners in order to allow them to participate fully in our global society. To that end, we are committed to making our library a welcoming place to community members of all ages, encouraging the pursuit of personal interests through reading and research, and providing resources in a variety of formats and offering assistance in using them.

Specifically, it is the aim of the Clinton Township Public Library to provide materials which assist patrons to:

- Educate themselves continuously
- Develop creative abilities
- Appreciate art and literature
- Enjoy leisure time
- Enhance citizenship

POSITION SUMMARY:

Reporting to a six-member elected governing Board of Trustees, the Library Director-Librarian is responsible for managing and supervising all library operations, including: developing and administering the budget; implementing all board-approved policies and recommending improvements, updates, or new policies as needed; supervising the upkeep and maintenance of the physical building, systems, equipment, and grounds; developing and implementing a strategic plan; making decisions based upon the Library's mission, goals, policies, and procedures; hiring, managing, and supervising staff; cultivating effective working relationships with community organizations and acting as an advocate.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Library Operations Administration:

- Implementing all board-approved policies.
- Developing recommendations for improvements, updates or new policies as needed.
- Developing, presenting, and implementing strategic plans.
- Developing, implementing, evaluating, and updating procedures.
- Making decisions based upon the library's mission, goals, policies and procedures.
- Supervising the upkeep and maintenance of the physical building, systems, equipment, and grounds.

Employee Policy

Job Descriptions

- Collecting data and drafting reports for the board, granting organizations, and the public.
- Conducting periodic community assessments to gain insight into the evolution of patron needs.
- Conducting periodic library assessments as part of the strategic planning process.

Financial Administration:

- Developing and administering the board-approved annual budget.
- Documenting and monitoring all income and expenditures to assure compliance with the approved budget.
- Preparing and completing bank deposits.
- Fundraising, including grant writing to supplement funds.
- Collecting bills, drafting vouchers, and disbursing board-approved payments to vendors and service providers.
- Completion and filing of all required financial documents to appropriate entities, including the annual State Aid report, millage request, audit documents, and employee wages data.
- Collecting and organizing statistics required for state aid reporting.
- Responding to all FOIA requests within required timeline.

Library Promotion Management:

- Managing the content published on the library website, social media, email newsletter, and local newspapers.
- Performing outreach to organizations within the community.
- Advocating for libraries as well as the Clinton Township Public Library.

Materials Management:

- Managing all processes relating to the materials owned by and donated to the library, including the selection, purchase, maintenance, inventory, and disposal.

Personnel Management:

- Administering of all phases of personnel management, including the interviewing, hiring, promoting, and discharging of employees.
- Maintaining employee records, including disciplinary actions.
- Establishing job duties and schedules of all employees.
- Supervising employees, determining training needs and opportunities, conducting evaluations and staff meetings, and managing all disciplinary issues.

EDUCATION AND/OR EXPERIENCE REQUIRED:

- 4-year college degree from an accredited university.

Employee Policy

Job Descriptions

- No less than two years of public library experience or equivalent involving supervision, financial management, and organizational development.
- Level III or above certification from the Library of Michigan or ability to complete within 6 months of hire.
- Experience with the use and maintenance of a broad range of computer hardware, Windows Office Suite, Google productivity tools, and office equipment.
- Completed New and Advanced Director's Courses or ability to complete within 6 months of hire.

REQUIRED SKILLS AND ABILITIES:

- Demonstrated high degree of technology and information literacy, including locating, identifying, and accessing information sources.
- Knowledge of library and learning technology, including ability to troubleshoot automation and basic networking issues.
- Proven knowledge of current trends and developments in library science and library resources.
- Demonstrated passion for public service.
- Demonstrated experience in public relations.
- Demonstrated ability to prepare administrative reports and understand and interpret library policies, procedures, and rules.
- Demonstrated knowledge of library science and management principles, theories, objectives, and practices.
- Demonstrated knowledge of all laws and regulations regarding the treatment of public funds.
- Ability to communicate effectively in person, in writing, and on the telephone. Excellent interpersonal and organizational skills and meticulous attention to detail.
- Supportive of the library mission and vision.
- Possesses a high level of discretion and confidentiality.
- Ability to establish and maintain effective working relationships with the board, library personnel, and the public.
- Possesses excellent customer service skills: diplomatic and patient with colleagues and patrons of all ages.

DESIRED QUALIFICATIONS:

- Prior public library administration experience.
- Experience or background in education or instruction, including drafting lesson plans, creating or using educational materials and technology, and assessment.
- Experience with graphic design, Apple media applications, multimedia content production.

SALARY AND TERMS OF EMPLOYMENT:

- 30 hours per week, salary, at-will.
- Salary based upon qualifications and experience.
- Insurance not provided.
- Vacation: one week paid vacation per year.