

<b>Job Title:</b>	<b>LIBRARY DIRECTOR</b>		
<b>Location:</b>	<a href="#">Cadillac, Michigan</a>	<b>Travel Required:</b>	Ability to travel to attend meetings both inside and outside of Wexford County.
<b>Level/Salary Range:</b>	\$52,500 – \$61,500	<b>Position Type:</b>	Full time
<b>Board Contact:</b>	Brian Valice	<b>Date posted:</b>	March 6, 2018
<b>Posting URL:</b>	<a href="http://www.cadillaclibrary.org">www.cadillaclibrary.org</a>	<b>Posting Expires:</b>	March 26, 2018
<b>E-MAIL:</b> <a href="mailto:directorsearch@cadillaclibrary.org">directorsearch@cadillaclibrary.org</a>		<b>CADILLAC WEXFORD PUBLIC LIBRARY</b> 411 South Lake Street Cadillac, MI 49601	
<b>Job Description</b>			
<p><b>ROLES AND RESPONSIBILITIES</b></p> <p><b>Position Overview: Performs responsible and varied administrative and professional work related to planning, organizing, and directing all aspects of library services for Wexford County.</b></p> <ol style="list-style-type: none"> <li>1. Supervises main and branch library staff, directly or through appropriate delegation, to create a harmonious team environment</li> <li>2. Participates in the recruitment and selection of library personnel</li> <li>3. Administers personnel policies and procedures for library employees, including training, development, scheduling, and evaluation, either directly or through appropriate delegation</li> <li>4. Confers with the Library Board of Trustees to establish operating policies and to review the library services</li> <li>5. Responsible for the finances of the library</li> <li>6. Prepares and presents library budget proposal for approval, and monitors and approves expenditures from the official operating budget</li> <li>7. Assists in preparing meeting agendas and materials and participates in Library Board of Trustees meetings</li> <li>8. Prepares monthly and annual financial reports for the Library Board and annual statistical report for the Library of Michigan</li> <li>9. Supervises maintenance of all library building, equipment, and furnishings</li> </ol>			

10. Responsible for developing print and non-print collections, including selection, organization, maintenance, preservation, withdrawal, and disposal of materials, either directly or through appropriate delegation
11. Develops short-term and long-range goals and plans for collections, services, and programs in keeping with the library's mission statement and operating policies; studies and plans development of library services to meet present and future community needs
12. Participates in the planning, organization, and management of technical and automation services for the library
13. Directs a public relations program to promote and publicize the library's collections, services, and programs within the community
14. Maintains knowledge of new developments in the library profession, including technological advances, through professional development opportunities, including but not limited to participation in activities of professional organizations and networks and of the Library of Michigan
15. Reviews and evaluates the library's services and programs on an annual basis
16. Prepares grant requests to state and federal agencies and non-profit foundations, and administers grant funds upon award
17. Maintains inventory of department equipment, furniture, and supplies
18. Works with the Friends of the Library organization in promoting the library before the community
19. Advises, consults, and confers with other libraries, professionals, officials, citizens, and community groups
20. Attends conferences, workshops, meetings and reads professional literature to stay informed on issues related to library management and services
21. Serves on professional and community committees, as requested, to advance the library and the library profession
22. Strong oral and written communication skills
23. Attentive to details and keeping records accurately, organizing work for efficient use of time resulting in a timely work flow
24. Assists with direct patron services, as needed
25. Performs other duties, as required
26. Supervision Received: policy advice from the Library Board of Trustees

## **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

**Minimum Qualifications:** Master's Degree in Library Science from an ALA-accredited institution required, plus 5 years of increasingly responsible experience as a librarian in a public library, including 2 years of supervisory experience.

## **PREFERRED SKILLS**

1. Thorough knowledge of the principles, theories, objectives, and practices of library management and library science, including solid knowledge of current trends and developments in the library profession
2. Ability to represent the library at professional and community meetings
3. Ability to understand, interpret and implement library policies, procedures, and rules
4. Ability to initiate, organize, and follow through on programs, services, and projects
5. Committed to excellence in customer service
6. Working knowledge of public relations procedures
7. Ability to interact courteously and effectively with elected and appointed officials, library staff, the library's business contacts, patrons and the general public
8. Ability to plan, organize, supervise, and evaluate the work of employees in diversified library activities
9. Considerable knowledge of supervision, training, and staff utilization principles
10. Proficiency with computers, popular library software, internet and digital communications
11. Strong oral and written communications skills
12. Ability to work independently, organize work for efficient use of time and keep records accurately and prepare administrative reports in a clear, logical manner
13. Thorough knowledge of library resources: print, non-print, and electronic and library automation
14. Ability to work flexible hours to observe library during all hours of public operation

## **PHYSICAL REQUIREMENTS**

1. Ability to view a computer monitor and/or operate a keyboard for extended periods of time
2. Ability to read printed materials and information on computer screen
3. Ability to move and/or lift materials up to 25 pounds