



1116 N. Saginaw St.

Holly, MI 48442

Phone: 248-634-1754

Fax: 248-634- 8088

kscheid@htlibrary.net

www.hollytownshiplibrary.org

## **Library Director Job Description**

**Reports to:** Holly Township Library Board of Directors

**Supervises:** 6 FTE employees

**Purpose:** The Library Director is the administrator of responsibility for the daily operation of the library office, the development and administration of policies, the selection, hiring and supervision of the staff, provides oversight on the selection of materials and the development of programming and services. The Library Director is responsible for strategic planning and budget development as well as the daily management of the library, which serves a population of over 23,000 residents in Oakland County. The Library Director oversees a staff of full-time and part-time employees.

**Education and Experience:** The Library Director position requires a graduate degree in Library or Information Science from an ALA accredited program. The Director must qualify for a Level 2 Librarian's Professional Certificate from the Library of Michigan and must apply for that certification upon hire. A thorough knowledge of the philosophy and practices of library service is essential.

### **Essential Duties and Responsibilities:**

1. The Director manages all administrative and service functions of the library, working within the goals, guidelines and policies established by the Board of Trustees. In that role, the Director is responsible for working directly with the Board and its committees to create and maintain Board policies that are in the best interest of the community, the staff and administration, and the Board.
2. The Director hires, supervises, evaluates, and terminates staff members and develops library policies and procedures for the operation of the library. The Director meets regularly with staff members, individually and as a group, in order to stay current with services and operations. The Director provides leadership and encourages the growth and development of the library and its services.
3. The Director will actively communicate with the staff to foster an atmosphere of teamwork in order to achieve branch and system-wide library goals and objectives. The Director also provides leadership by example and by sharing knowledge and skills that are visionary and forward thinking.
4. The Director develops the annual budget and provides ongoing oversight of revenues and expenditures. The Director communicates budgetary issues to the Board and provides a regular report on economic and financial projections of library funding. The Director has understanding of library finance, state aid, and millage funding.
5. The Director maintains a high level of knowledge in the areas of automated library systems, networks and computers in libraries, and works to maintain the technology

skills of the staff. The Director plans for the improvement of the computer and electronic information services provided by the library.

6. The Director develops annual and long-term plans for the library and works with the Board to achieve a high standard of library service.
7. The Director oversees collection development and provides guidance in the growth of library holdings, evaluates circulation reports, and keeps up to date on the status of all materials provided to the public. The Director uses new purchases and withdrawals to maintain a useful, popular, and appropriate collection in each library facility.
8. The Director maintains a strong public information program to build public awareness of the library and its services, and provides a regular series of news items to local media. The Director researches grant possibilities and assists with program development.
9. The Director represents the library within the Mideastern Michigan Library Cooperative, the Library of Michigan, Michigan Library Association, and Midwest Collaborative for Library Services; collaborates with other organizations and facilitates cooperation with other libraries in the region.
10. The Director is the official representative of the library to the public, to community organizations, and to local government partners. The Director develops relationships with leaders, legislators, and organizations in the service area. The Director also acts as an advocate at statewide events and legislative meetings.
11. The Director will focus on professional development for staff through continuing education and training.
12. The Director complies with all safety policies, practices and procedures, and addresses all unsafe activities, as well as notifying the Board of problems and resolutions.
13. The Director will perform other duties as assigned.

#### Minimum Qualifications:

- Professional knowledge and experience in the field of library administration. Strong strategic and long-range planning and analytical thinking ability. A minimum of two years of administrative experience.
- Proven leadership skills and ability to manage organizational change. Experience working with a library board and with local government officials.
- Excellent oral and written communication skills and interpersonal relations skills. Be willing to be available and accessible to the Board, staff, and community.
- Direct experience supervising, managing and directing the selection, training, development, appraisal, and work assignments of staff.
- Financial management skills which include budget preparation. An understanding of library finance, state aid, penal fines, and millage funding.
- Demonstrated project management and team building skills. Able to multi-task in an active, busy environment with many interruptions.
- Knowledge and facility in use of computer applications, integrated automated library systems, and software tools.
- Eligible for a State of Michigan drivers' license upon hire.

#### Preferred Qualifications:

- Public library supervisory experience desirable.
- Knowledge of and experience with computer hardware.
- Experience in building management.
- Knowledge and working experience with budget management software.

**Compensation:**

Salaried Exempt Position. Beginning salary: \$45,000-\$52,000; placement dependent on experience and qualifications. Additional benefits may be negotiable.

**Working Hours:**

The Library Director is expected to work 40 hours per week with the understanding that the position is on-call, both after regular business hours and on weekends, should emergencies occur. In addition, the Director will be required to attend Board meetings, programs, and township or other municipal meetings during evening or other hours.