

General Description

The Library Executive Director of the Reed City Area District Library is generally responsible for administrative work involving the broad range of public library services. Work involves the management of a public library collection and for the provision of library services to patrons and community organizations. The work requires that the employee have thorough knowledge, skill, and ability in the field of public library service. The Library Executive Director Job Description will serve as the basis of evaluation for annual performance evaluations.

A valuable employee in our Library would be one who genuinely likes to help people and be a willing worker who will take the initiative in making this Library a pleasant experience for each patron. A positive attitude and teamwork are necessary to achieve these goals.

Hours

This position shall be a full-time salary position and is scheduled for 35 hours per week. Some evenings and weekends required.

Compensation

Starting salary will be \$36,400 per year, negotiable with experience. Benefits include Personal Time Off (PTO) to be as designated in the Personnel Policy.

Supervision

The Library Executive Director works under the administrative direction of the Reed City Area District Library Board.

The Library Executive Director supervises all Library staff and employees, including but not limited to Assistant Director, clerk, volunteers, and student workers.

Essential Duties

- Responsible for the day-to-day administration of Library within the framework of the Library Board's adopted policies and budget.
- Drafts and recommends policy to the Library Board and plans for the implementation of public library goals and objectives. Implements policy and decisions approved by the Board.
- Develops and prepares reports and corollary documents with attached narrative, including any relevant financial discussion for the Board of Trustees to be presented at the monthly Board meeting, including but not limited to: expense reports, committee

updates, relevant communications, project proposals, project updates, patron incidents, and collection updates.

- Attend all Board meetings and committee meetings.
- Drafts an annual budget in consultation with the Budget and Finance Committee, to be presented to the Board for approval prior to the end of the fiscal year (June 30th). Administers the budget and submits monthly financial information, in consultation with the Budget and Finance Committee, at board meetings.
- Responsible for interviewing, hiring, training, evaluation, and dismissing library staff in line with the Library Personnel Manual.
- Serves as spokesperson when communicating library policies and procedures to patrons and staff.
- Observe library trends and apply them appropriately, especially with regards to current and emerging technologies, collection development, and community and industry progress.
- Represents the Library at professional meetings and at community events or engagements and serves as a contact for the media.
- Effectively manages library funds and resources including weekly revenue deposits, monthly bill payment, completion of a Library of Michigan annual report to meet state funding requirements.
- Apply for, administer, and complete follow up reports for grants as relevant.
- Promotes utilization and support of library and its services and resources.
- Plans, facilitates and promotes quality library programming in observance of community interest and need, employing tools such as social media and the Library website
- Responsible for collection management including oversight of acquisitions and weeding of library materials
- Oversees the operational maintenance of the Library, grounds, and equipment.
- Works collaboratively with other area library administrators on issues of common interest.
- Continues professional development by attending conferences and workshops, contingent on available funds.
- Other duties as assigned by the Library Board

The above statements are intended to describe the general nature and level of work being performed by a person in this position. The statements should not be interpreted as all duties that may be performed.

Required Qualifications

- Bachelor's Degree required. Master's degree preferred.
- Library experience (public or academic) required.
- Experience working with the public/customer service required.
- Experience with planning and managing a budget required.
- Proficiency in Microsoft Suite, Google Suite, social media, and graphic design
- Proficiency in operating and troubleshooting office equipment.
- A candidate must possess a Library of Michigan Level 4 certification or obtain certification within the first year of employment (See State Aid to Public Libraries Application Process Michigan Department of Education, Library of Michigan Issued October 1, 2011).
- Valid Michigan Driver's License.

Working Conditions

- Generally, will work within a normal office environment
- May require some travel for meetings and conferences
- Work hours are varied, and require some evening and weekend hours
- Occasional sitting/standing/stooping in one position for extended periods of time
- Ability to lift and carry twenty pounds and occasionally, fifty pounds