

## **Job Description**

**Job Title:** Director

**Reports to:** Library Board of Trustees

**Salary -** \$25,000-\$30,000

## **Organization**

The Brown City Public Library serves residents of the city of Brown City as a source of information and a focal point for our community, and providing access to resources and programs that educate, entertain, and inspire.

The Brown City Public Library is on the cusp of becoming a district library. Over the past three years, the Board of Trustees has been diligently working to bring the library into the 21<sup>st</sup> Century and has made great advances toward that goal:

- Installation of QuickBooks for better financial management
- Purchased and renovated a new library facility which expands the floor space nearly fourfold
- A few exciting additions are forthcoming with the implementation of Apollo, a library information circulation system, and in the very near future, the goal of becoming a district library in 2022.

The Board of Trustees is looking for a talented leader to guide the library as it continues to inspire and inform the community through its resources, services and programs. This is an excellent opportunity for an innovative thinker who is excited about guiding a community-focused library and taking it to the next level.

## **Job Summary**

The Library Director serves as the Chief Executive Officer of the library and is responsible for the administration of all library functions subject to the policies, goals and objectives of the Brown City Public Library Board of Trustees.

## **Board Relationship**

The Director shall be:

1. Responsible for the development and implementation of plans and policies for the operation and improvement of library operations and ensures compliance.
2. Responsible for recommending policies and procedures according to law or the regulations of the Board.
3. Prepares the Library Trustee Board agenda with the Library Board president. Writes a monthly report of all Library activities for each regular Board meeting and is present for all regular Board meetings.
4. In cooperation with the Library Board Treasurer, develops an annual budget

proposal for the Library for approval by the Trustee Board. Maintains the annual budget and manages the expenditures of Library funds according to the budget.

### **Planning and Organization**

1. Executes strategic plan. Coordinates annual strategic planning process. Makes recommendations for improvement.
2. Establishes and maintains appropriate operational and patron-focused metrics with the intent of maintaining excellence in operations.
3. Prepares the annual report for Brown City Public Library to ensure continual support of state aid.

### **Community Relations**

1. Represents the Library as a speaker before community, civic, and other groups regarding the objectives and activities of the Library.
2. Works closely with the Friends of the Library to ensure common goals.
3. Maintains productive relationships and partnerships with consortia, networks, and other area libraries.

### **Education and Experience**

A high school diploma or its equivalent

1. A Level 4 certificate from Library of Michigan or be eligible for certification prior to appointment.
2. Shall complete New Director's Workshop within one year of initial directorship appointment
3. Completion of Beginning Workshop offered by the library of Michigan
4. One year of full-time employment or its equivalent consisting of library work experience following the completion of educational requirements
5. Excellent interpersonal and communication skills, with the ability to establish and maintain effective working relationships with the board and public
6. A demonstrated ability to adapt to change and to support the needs and interests of the community
7. A knowledge of best practices and understanding of emerging trends in library operations, including customer service, technology, and programming
8. A well-developed business sense coupled with an intellectual curiosity and willingness to explore new ideas
9. Experience in successful grant-writing and fundraising.
10. Knowledge of Michigan library law highly desired.

## **Environmental/Working Conditions**

1. Work hours will vary and include evenings and weekends.
2. Interactions with the public may include the ability to facilitate conversations with members of the public and/or private representatives when interpreting and enforcing library policies and procedures.
3. Occasional travel required to attend meetings, workshops, conferences as needed.

To apply for this opportunity, please submit a cover letter, application (found on the Brown City Public Library web page), current resume, and three professional references using the contact information below. Please include your last name in the title of any attached files and "Brown City New Director" in the subject line of your email to [bcltrusteeboard@gmail.com](mailto:bcltrusteeboard@gmail.com). No phone calls, please.

We are committed to Equal Employment Opportunities, and will not discriminate against any candidate because of race, color, religion, national origin, age, gender, disability, veteran status, or sexual orientation.