

**BELLAIRE PUBLIC LIBRARY**  
**LIBRARY DIRECTOR POSITION DESCRIPTION**

Full-Time Position - 40 hours per week

**POSITION SUMMARY**

The Library Director is responsible for the operation and administration of the Bellaire Public Library (the “Library”). Job duties include supervision of staff, public relations, budget preparation, fundraising, grant writing, record keeping, acquisition of all library materials, including supplies and equipment, as well as maintaining the Library facility and equipment.

**QUALIFICATIONS**

Four year undergraduate degree.

Library of Michigan certification – if not, will need to obtain within one year of hire date.

Three (3) or more years of library experience with the ability to manage a budget, hire, supervise, exercise initiative and use independent judgement.

Possess excellent oral and written communication skills.

Ability to motivate and establish effective working relations with staff and the public.

Proficient with computers. Microsoft operating systems experience preferred.

Knowledge of library technology used for circulation, management and services.

Willing to work a flexible schedule including Saturday hours, if needed.

**PHYSICAL REQUIREMENTS:**

Normal/corrected eyesight and hearing within normal range is required.

Must be able to lift and carry up to forty (40) pounds.

Walking, stooping, bending, sweeping and shoveling may be required.

Appropriate dress: business casual.

**SUPERVISION AND DIRECTION**

The Library Director will be under the direct supervision of the Library Board and shall comply with all established policies and operational procedures associated with the ethical and professional conduct of a public library.

**COMPENSATION**

Salary: \$34,000, commensurate with experience.

**DUTIES OF THE LIBRARY DIRECTOR**

- Implement Library policies as adopted by the Library Board. Recommend and assist in drafting policies, short and long term goals and objectives.
- Interview, hire, train, and evaluate staff. Attend and encourage staff professional development as the Library schedule and funding allows.

- Prepare the annual budget in consultation with the Board Treasurer. Work with the Board to ensure adequate funding for Library services.
- Attend all Library Board meetings, prepare meeting agenda and background materials for Board members and keep Board meeting records on file.
- Select and order books, media materials, supplies and equipment.
- Act as technical advisor to the Board.
- Utilize technology for circulation, reference, reports and ordering.
- Provide information to the Board regarding new materials or services.
- Communicate with staff and patrons by listening to suggestions and responding to their needs and concerns in a timely manner.
- Stay informed of library standards and trends; identify community needs and resources, and recommend programs.
- Maintain accurate records: financial, personnel, and patron usage; and submit timely reports to the Board, Townships, Mid-Michigan Library League (MMLL), and/or the State of Michigan.
- Serve in a Public Relations role to promote and publicize Library services and programming for children and adults. Also represent the Library at township meetings, when appropriate, and outside groups (Schools, Chamber of Commerce, Rotary, MMLL, Michigan Library Association, etc.).
- Coordinate sponsored events and activities with the Friends of the Library, as needed.
- Classify Library materials according to accepted library standards.
- Assist Library patrons and staff with a full range of Library services including circulation and reference.
- Oversee the maintenance of the Library facility to ensure a safe and neat appearance.
- Follow legal, ethical and professional practices when making decisions and carrying out responsibilities.

## **APPLICATION PROCESS**

Submit the following:

1. Cover letter outlining interest and experience;
2. Resume;
3. Three (3) professional references including those persons' relationship to you and daytime phone number(s); and
4. College transcript(s).

This Posting will close on November 20, 2019.

*The Bellaire Public Library is an equal opportunity employer. This Job Description is not intended to be all inclusive. The Library Board reserves the right to review or change duties and work hours as the need arises. This job description does not constitute a written contract.*