



# FARMINGTON COMMUNITY LIBRARY

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March 28, 2014

## Posting

The Farmington Community Library Board of Trustees seeks applications for the position of Director of the Farmington Community Library due to the pending retirement of the current Director. Farmington Community Library (FCL) is a district public library serving the cities of Farmington and Farmington Hills, Michigan.

Governed by an eight-member appointed Board of Trustees, FCL is a busy public library serving a population of over 90,000 residents. With a \$5.7 million budget, the library staff (81 FTEs) provides service in a 72,000 sq. ft. Main Library in Farmington Hills and a popular branch in historic downtown Farmington. As an autonomous governmental unit, the Library receives funding from a dedicated millage with high voter approval at elections in May 2005 and November 2011.

The Library enjoys an excellent reputation in the library profession as a well-supported and service oriented Class VI Michigan Library. Board and staff members embrace the use of new technology. Children's Services has developed a model program that includes outreach to children and families served by area day care providers. FCL is active in community organizations and events. Farmington / Farmington Hills is an ethnically diverse community with a long history of support for the public schools, the community college, cultural and recreational services as well as the Farmington Community Library.

To learn more about the Farmington Community Library visit: [www.farmlib.org](http://www.farmlib.org)

## Position Requirements:

- Master's Degree in Library and Information Science from an institution accredited by the American Library Association.
- Certification as a Professional Librarian Level I from the Library of Michigan.
- Five (5) years of progressively responsible public library experience, including at least three (3) years of library administrative responsibility. Additional education may be substituted for experience. Must have strong budgeting experience / background.
- Ability to convey, for purposes of training staff, the basic principles, concepts and methodology of professional librarianship in carrying out assignments, operations and procedures.
- Highly developed verbal and written communication skills, social skills and adaptability.
- Visionary regarding library trends, the impact of changing information technology and the amount of acceptable risk the Board is willing to take in implementing new ideas and new technology. Ability to process information effectively to learn new material, handle complex concepts, consider issues and to multi-task.

Responsibilities include: the fiscal, personnel, facilities and operational management of the Library.

Requirements include: excellent budgeting / financial management abilities, strong verbal and written communication skills, excellent internal and external communication skills that inspire and motivate, the ability to develop and implement a shared vision of innovative library service, a thorough understanding of library technology and applications, sophistication in managing technology services and the ability to interact effectively with multiple constituencies and to serve as the Library's representative within the community.

For a complete position description go directly to the FCL Employment Opportunities page: [www.farmlib.org/library/employment.html](http://www.farmlib.org/library/employment.html)

Compensation: minimum salary is \$84,000; salary is based on the candidate's qualifications and experience. An excellent benefit package includes paid vacation, sick leave and paid holidays; health insurance; dental and vision cost reimbursement; MERS defined contribution retirement plan; short and long term disability insurance; life insurance and deferred compensation options.

Applications and nominations will be accepted until the position is filled. **Those applications received by April 28, 2014 will receive first consideration.**

#### **Application Protocol**

Your letter of application should state specifically how you meet the minimum qualifications or how your background and experience relate to the job description.

Provide a resume and three (3) professional references. References must include contact information, including email address.

Successful candidates will be asked to interview. Interviewed applicants must provide a 15 minute presentation on the topic of their choice to the selection committee as well as to Library staff and Board Members who choose to attend.

After the presentation finalists will interview with the Selection Committee for 60-90 minutes.

An Inbox activity will be required to assess organizational skills and the ability to prioritize.

#### **Address all communications to:**

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