

# Patmos Library

Jamestown Township

Position Title: Library Director

Salary Range: \$25,000 - \$35,000, dependent on experience

Supervises: All Library Staff

## **Job Summary:**

The Patmos library director, under the direction of the library board, is responsible for the daily operation as well as the daily management of the library. These duties include hiring, management of personnel, initiates development and implementation of the budget, long ranges plans and policies, implements board policies, oversees educational, cultural, and informational services and programs.

## **Essential Functions and Responsibilities:**

- Prepares annual budget for the board approval, monitors administration of gift, state, and federal money.
- Supervises personal directly; hires and trains employees; assigns and monitors work; evaluates personnel; disciplines employees as necessary
- Pursues appropriate granting opportunities
- Promotes and demonstrates excellent service to the public.
- Creates an environment where patrons and staff feel valued and welcomed.
- Supervises the physical plant of the library
- Covers circulation clerk duties as needed.
- Represents Jamestown Twp. at meetings and conferences within township, state, and national meetings. Attends Lakeland Library Cooperative advisory council meetings
- Writes and submits appropriate reports to local and state agencies.

- Maintains all library statistics, records, and correspondence and report to appropriate governing bodies as required.
- Answers questions and responds to complaints
- Acts as the libraries FOIA officer
- Evaluates services, programs, and materials as they meet the community's needs.
- Works with library board in establishing policies to the staff.
- Coordinates selection of materials for collection.

### **Knowledge, Skills, and Abilities**

- Knowledge of principles, methods, and practices of professional library administration.
- Knowledge of assessing community needs and interest level
- Knowledge of fund raising
- Ability to develop library work and training programs and to supervise the work of others in diversified library activities
- Ability to work with community leaders, public officials, and the general public.
- Ability to speak and write effectively

### **Qualifications:**

- Bachelor's degree from accredited college or university. Master of Library Science (MLS) degree from ALA accredited program preferred.
- 3 to 5 years previous experience working in public library setting
- Proficiency with professional office computer applications. Familiarity with online Social Media and other online applications.
- Capability to organize work and perform multiple tasks.
- Strong oral and written communication skills
- Enthusiastic and positive public service orientation

### **About Library:**

- It is a beautiful 12,000 sq.ft. turn of the century styled library built in 1999 on an interurban train station site from over 100 years ago.
- The library has its very own room dedicated to genealogy.
- The library's collection includes books, Playaways, DVDs, print periodicals, free WIFI and computer access. We also offer downloadable items, both audio and ebooks, through our online catalog.
- Currently offers a community room that is open for rental to the general public.

### **About Community:**

- Jamestown Township is a rural community located in Ottawa County in the U.S. state of Michigan. Neighboring communities include Hudsonville and Byron Center.
- The Township has a population of over 7,000 residents. Jamestown is the fastest growing township in the county.
- Our family friendly community is part of an excellent school system.
- We have nice parks and bike paths which continue to expand around the community.

Applications will be accepted until November 1, 2016. Interviews will be held starting on November 9, 2016. Interested individuals should provide a cover letter that specifically addresses the position requirements, a resume, and three references with contact information (including email address) to:

Email Address: [jamkmk@llcoop.org](mailto:jamkmk@llcoop.org)

Or mail to:

Patmos Library

ATTN: Katie Manting-Kirk

2445 Riley St.

P.O. Box 87

Jamestown, MI 49427

