

DIRECTOR SEARCH: INDIAN RIVER AREA LIBRARY

The Indian River Area Library Board of Trustees in Indian River, Michigan, is seeking a qualified, creative, dynamic and motivated leader as Director. The appropriate candidate will work with the Board of Trustees to establish goals and priorities for the library's future, engage in community involvement, manage all areas of library services, and lead library growth.

The successful candidate will be a customer-oriented person who enjoys the small-town way of life and conversing with customers and friends on topics ranging from the weather to the latest tech trends and everything in between. The Indian River Area Library is poised for change and the right candidate would have the opportunity to help influence the feel of our community library. Strong interpersonal communication and technology skills and the ability to represent the library in the community are essential.

JOB DESCRIPTION

The Library Director is responsible for the management and operation of the library and its program of services in accordance with policies established by the Board of Trustees. The Director works in close cooperation with the Board, serving as its advisor and as an active participant in policy and budget development, goal setting, planning and evaluation, revenue generation, and record keeping. The Director is also responsible for the facilities, financial management, and personnel of the library. The Director is expected to provide a leadership role within the library, the community and the profession. The position is directly accountable to the Library Board of Trustees.

JOB QUALIFICATIONS

- Ability to qualify for a Michigan Professional Librarian Certificate.
- Prior management and supervisory experience.
- A four year degree in a relevant field (Communication, English, History, Education, etc.) preferred (but not required.)
- Ability to make administrative decisions and supervise staff.
- Experience planning and implementing library programs at all levels.
- A strong working knowledge of library technology and trends.
- Demonstrated experience with budget and fiscal management.
- Ability to prepare reports and communicate clearly in written and oral form.
- Ability to exercise initiative and independent judgement
- Ability to motivate and maintain effective working relationship with all library stakeholders.
- A desire to serve the public and provide excellent customer service.

- Ability to lift at least 25 lbs.
- Ability to stand for lengthy periods.

WORKING CONDITIONS AND COMPENSATION

- Salary Range: \$25,000.00 – \$32,000.00 commensurate with experience.
- The position includes some evening and weekend hours.
- Current staffing includes a full-time Director and a part-time clerk.
- The Indian River Area Library is a Class 1 Library serving a population of just over 3,000.
- There is an active and supportive Friends group and several library volunteers.

APPLICATIONS

Applications will be accepted immediately and the position will remain open until it is filled. Candidates should forward a cover letter addressing the qualifying requirements, a resume, and three professional references with contact information (e-mail and telephone.)

Apply by email to Board Chair, Patricia Brown at irlibraryhiringcommittee@gmail.com.

The Indian River Area Library is an equal opportunity employer.