



Jonesville District Library

310 Church St.
P.O. Box 184
Jonesville, MI 49250
517-849-9701

<http://www.jonesvilledistrictlibrary.michlibrary.org/>



INVITES SUBMISSIONS FOR THE POSITION OF:

Library Director

DATE OPENED: 04/10/2018

CLOSING DATE: 04/16/2018 5:00PM

THE POSITION

Jonesville District Library seeks a self-motivated Library professional with a strong background in all Library functions to include: programming, event planning, and community outreach as well as general administration duties.

The ideal candidate will demonstrate vision, enthusiasm for public service, and an appreciation for the role that libraries can play in building strong communities. We seek someone who has excellent interpersonal skills and enjoys working with colleagues in a collaborative environment, someone who can motivate others and be a leader in embracing and effecting change. Building relationships is crucial to this position and the successful candidate will encourage and support staff, foster connections, and promote the library to all parts of the community.

THE COMMUNITY

Located in southern lower Michigan, just minutes north of historic Hillsdale College and west of Michigan International Speedway, Jonesville is a historic yet progressive small town which offers an array of local restaurants, golf, lodging, and entertainment venues including the Sauk Theatre and the Grosvenor House Museum. The library serves the city of Jonesville and the neighboring townships of Fayette, Moscow and Scipio.

GOVERNANCE & ORGANIZATION

With the oversight of a five-member Board of Trustees, Jonesville District Library provides a full complement of programs and services to its citizens. The library currently has a collection of approximately 30,000 items in a variety of formats and circulates around 41,000 items per year. More than 500 area residents are registered users with a population of over 5500 who use other unregistered services.

DUTIES AND RESPONSIBILITIES

The Library Director develops, administers, supervises, and coordinates the work of the library and staff. Additionally, the Director performs managerial duties related to finance, personnel, budget, collection, development, building maintenance, and library operations and services in conformity with the policies established by the Library Board and the regulations of the Library of Michigan. The position supervises a staff of 3-5 people, with a constant focus on the mission and vision of the library.

REQUIREMENTS

- Five years of progressively responsible library administration experience including at least two years in a supervisory capacity.
- Excellent communication skills and organizational skills.
- Ability to administer the activities of a public library and to supervise the work of others.
- Ability to develop short and long term development, plans, and objectives.
- Maintains knowledge of standard library principles and practices, concepts of freedom of speech, freedom of information, copyrights, collection development, patron confidentiality, censorship, and other library ethical issues. Proficiency with computers, popular library software, internet and digital communications.
- Thorough ability to establish and maintain effective working relationships with superiors, subordinates, associates, officials of other agencies, and the general public.
- Ability to maintain community partnerships and create new collaboration in the community.
- Ability to train and inform superiors, subordinates, associates, officials of other agencies, and the general public in availability of library resources and up and coming technology trends.

SUPPLEMENTAL INFORMATION

- Is able to lift 35 pounds.
- Has working familiarity with Accounting, Payroll and Taxes programs.
- Plans, implements, and evaluates library services.
- Develops, implements, and evaluates long and short term goals and objectives.
- Develops and administers policies concerning library operations, budgets and programs.
- Handles complaints in accordance with policy.
- Provides supervision and delegates responsibilities to the library staff.
- Recruits and recommends employment of library personnel, recommends promotions, transfers, or termination of staff.
- Organizes, trains, assigns, and evaluates personnel and volunteers.
- Conducts staff meetings.
- Assists in preparing the annual budget and presents and defends budget requests before the Library Board.

- Directs and controls the expenditure of fund allocations within constraints of approved budgets.
- Purchases new equipment and furnishings.
- Accepts and acknowledges gifts of money and library materials.
- Pursues and applies for grant money.
- Prepares monthly and annual financial and statistical reports to Library Board , city officials and State Library.
- Attends monthly Library Board meetings.
- Attends bimonthly Woodlands Library Cooperative Meetings.
- Attends Hillsdale County Library Directors Meetings.
- Attends and maintains membership with Hillsdale Mitchell Research Center.
- Supervises maintenance of library building equipment, and furnishings.
- Oversees equipment of furnishings and book collection.
- Evaluates collection for balance and comprehensiveness.
- Schedules withdrawals and inventory of materials.
- Selects adult materials.
- Cooperates with community groups and town officials to implement library services.
- Speaks before local groups.
- Oversees and approves scheduled use of library by outside groups.
- Prepares questionnaires and surveys to evaluate public responses to the library.
- Keeps informed of current developments in library field by attending workshops, professional meetings, and reading current literature.
- Maintains membership in professional organizations.
- Provides reference and reader's advisory services to patrons as needed.
- Performs other related responsibilities as necessary.

DISCLAIMER: The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this classification.

Please submit a cover letter and resume to: Jonesville.districtlibrary@monroe.lib.mi.us or via mail/drop off to 310 Church St. Jonesville, MI 49250. Please call 517-849-9701 with questions. Thank you for your interest.