



21 South Elm Street • Zeeland, Michigan 49464 • (616) 772-6400 • FAX (616) 772-5352

LIBRARY/COMMUNITY CENTER DIRECTOR

City of Zeeland, MI

Duties & Responsibilities: The City of Zeeland (population 5,581) seeks a library leader who understands the evolving demands of a 21st century public library, and believes in visible leadership, listens to all stakeholders, and empowers staff to act with accountability and serves with a focus on excellent customer service. The Howard Miller Library contracts with a number of neighboring townships for service and has a service population of 23,096. The position directs all operations of the library, with guidance from the Library Advisory Board. The Library consists of 3 full-time and 15 part-time staff positions and has an annual operating budget of \$1 million. This is a Department Head position that serves under the supervision of the City Manager and is considered a part of the City Management Team. This position also coordinates the room use of the adjoining community center.

Zeeland, MI: Located 5 miles east of Holland and Lake Michigan and 25 miles southwest of Grand Rapids, Zeeland is a small town with everyday good living, unmatched enterprise and abundant enthusiasm -- Feel the Zeel! The City is home to a strong downtown business district, award-winning schools, beautiful residential neighborhoods, outstanding parks, and world-class industries. The Howard Miller Library is located in the heart of downtown Zeeland – right in the center of activity, including over two dozen community events, local shops & restaurants, inviting green space, an ice skating rink and splash pad. In the last 10 years over \$8.3 million has been invested in our downtown buildings with more improvements on the horizon. Zeeland is walkable and bikeable. Within the city's 3 square miles residents find an abundance of job opportunities at such world-class industries as Herman Miller, Gentex, Mead Johnson, and ITW Drawform to name a few. The city itself is financially strong with a bond rating of AA with a stable outlook. For more information on the city please visit the city's website at www.cityofzeeland.com.

Qualifications: The position requires a Master's Degree in Library Science from an institution accredited by the American Library Association. A Level II Professional Library Certification is also required. Experience requirements include at least three years of professional library experience, including supervisory responsibilities in a public library. Essential qualifications include a passion for public libraries, the ability to create a library vision for the communities served and the ability to direct

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staff and focus the Library Advisory Board efforts toward the fulfillment of this vision. Effective budgeting and oral/written communication skills, the capacity to build strong working relationships in the community, and a thorough knowledge of library operations are also essential. Please follow this link for a complete [job description](#).

This is a salaried position with a hiring range of \$60,000 – \$70,000 + excellent benefits. EOE

For further information about the position please contact Tim Klunder, City Manager at citymgr@cityofzeeland.com or 616-772-6400.

To be considered for the position please send a cover letter and resume to Human Resources, 21 S. Elm St, Zeeland, MI 49464 or clerk@cityofzeeland.com by 5:00 p.m. on September 5, 2018.

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