

## **Director: Suttons Bay Bingham District Library**

Work in Michigan's gorgeous Leelanau County, home to the Sleeping Bear Dunes National Lakeshore, named Good Morning America's Most Beautiful Place in America!

The Suttons Bay Bingham District Library is a collaborative community cornerstone that seeks a dynamic, creative and motivated individual as Director. This is a great job for someone that is passionate about community involvement, is able to manage all areas of library service and will lead the library during a time of exciting change and evolution with a recently passed millage.

### **KEY EXPECTATIONS:**

The Director reports to the Library Board of Trustees and is responsible for the administration of all library functions within the goals, guidelines, and policies established by the Library Board of Trustees. The Director is also responsible for the facilities, financial management and personnel of the library, under the governance and oversight of the Board. The Director is expected to provide a leadership role within the library, the community and the library profession. The Director serves as the official representative of the library.

### **AREAS OF RESPONSIBILITY:**

#### **1. General Administration, Management, Planning and Collaboration**

- A. Formulates and recommends policies to the library board.
- B. Implements library policies and procedures.
- C. Submits an annual budget to the library board in a timely way and directs and monitors expenditures.
- D. Provides regular financial planning data to the library board to assist in establishing long and short-term financial priorities.
- E. Looks for new revenue sources such as grants and fundraising activities.
- F. Maintains and strengthens collaborations with civic, governmental, and other organizations, businesses and schools.
- G. Represents the library and speaks before community, civic, and other groups regarding the objectives and activities of the library.
- H. Orients new Trustees and serves as a resource for Trustee activities.
- I. Directs the maintenance of the library building and grounds, recommends future space needs.
- J. Demonstrates leadership within the organization: Takes initiative, solves problems, effects change through the action of others, and encourages the development of staff through a positive work environment.
- K. Plans and implements materials and collection development.
- L. Assists patrons in obtaining library materials and utilizing library technologies.
- M. Develops, coordinates, implements, and evaluates library programs.
- N. Maintains and compiles organized records of all facets of library operations.
- O. Evaluates the effectiveness of library services in relation to the changing needs of the community.
- P. Investigates and implements new trends, programs, techniques, materials, and equipment to improve the operation of the library.
- Q. Recommends and administers public relations programs.

- R. Prepares and publishes the Annual Report.
- S. Supports and facilitates the work of the Friends of the Library.
- T. Attends professional and other meetings to maintain contact with other professional and library related agencies.
- U. Participates in professional development opportunities to enhance skills and maintain an awareness of new trends and developments in the library field.

## **2. Personnel Management**

- A. Develops job descriptions, recommends and administers personnel policies.
- B. Hires, evaluates, promotes, and terminates staff (except when library board consultation is required).
- C. Defines expectations for staff performance and sets goals for service and programming.
- D. Works to promote high staff morale.
- E. Provides in-service programs for employee training and development, encouraging staff input.
- F. Encourages staff professional growth at all levels by supporting participation in professional associations, workshops, seminars, and activities.
- G. Ensures that staff performance appraisals are done on a regular schedule.
- H. Must have and work to develop a patron friendly attitude.

### DESIRED QUALIFICATIONS:

1. A Masters Degree in library and information science from an ALA accredited school.
2. Prior library experience.
3. Knowledge of the philosophy and techniques of all facets of public library service.
4. Ability to think analytically and critically with strong problem solving skills.
5. Ability to exercise initiative and independent judgement.
6. Considerable knowledge of computers and data communications especially in regards to library applications.
7. Ability to prepare comprehensive reports and present ideas clearly and concisely in written and oral form.
8. Strong verbal and written communication skills, social skills, and adaptability.
9. Ability to make administrative decisions, develop policies and supervise staff.
10. Creative and diplomatic management abilities.
11. Ability to motivate, establish and maintain effective working relationships with associates, supervisors, volunteers, other community agencies, governmental bodies and the general public.
12. Experience in planning and implementing library programs.
13. A desire to meet and serve the public in all facets of library operations.
14. Understanding of and dedication to excellent customer service.

### PHYSICAL REQUIREMENTS:

Ability to stand for periods.

Ability to get up and down from a chair with frequency.

Ability to lift books and other library materials and objects.

Ability to perform routine building maintenance functions as required.

The Suttons Bay Bingham District Library is located in the Village of Suttons Bay, 20 miles north of Traverse City on the east side of the Leelanau Peninsula and serves a population of 5,500 residing in the Village and the townships of Suttons Bay and Bingham.

A dedicated millage of 0.5 mils for five years was passed on August 2, 2016 increasing funding levels from 0.3 mils with a promise to expand hours, programming, and materials while better planning for building maintenance.

The position includes some evening and weekend hours and is full time with benefits including vacation and personal days and quarterly contributions to a retirement plan.

Salary range of \$50,000 - \$60,000 annually commensurate with experience.

Please email a resume, cover letter, and 3 references to [info@sbbdl.org](mailto:info@sbbdl.org) with the subject line: Director Search. Application deadline is Saturday, September 28<sup>th</sup> by 2pm.