

Library Director Charter Township of Commerce

Job Summary

As head of the library, the Director is responsible for the administration of a Class V public library, implementing the policies of the Township Board of Trustees. The Director administers and supervises library services and staff. The Director is responsible for the facilities, properties, financial management, and personnel of the library, under the governance and oversight of the Township Board of Trustees. The Director demonstrates a vision for the library's future. The Director is an at-will employee.

Essential Duties Responsibilities

- Demonstrate knowledge of the philosophy and techniques of library service, public service, technical service, technology applications and trends.
- Visionary regarding library trends, the impact of changing information technology and the amount of acceptable risk the Township Board of Trustees is willing to take in implementing new ideas.
- Develop long range plans for library services and facilities.
- Demonstrate administrative and supervisory ability to coordinate operations and services, direct workflow, and develop procedures, policies and services.
- Establish and maintain an effective working relationship with library staff, the Library Advisory Board, Township Board of Trustees and other governmental officials, Friends of the Library, the general public and peers in library field.
- Identify the standards of excellence for all operations.
- Demonstrate leadership within the organization: taking initiative, solving problems, effecting change through the action of others, and encouraging the development of other staff through a positive work environment.
- Prepare and present the annual budget, reflective of the library's goals and objectives for the approval of the Board of Trustees.
- Assure that all fiscal accounts are in good order, following general accepted accounting principles for governmental operations. Assure appropriate internal controls are followed; authorizes all payables for the township Board of Trustee's review, monitors payroll and changes in fixed assets; and works with the auditor to verify compliance with state and federal laws and Township Board of Trustee policy.
- Responsible for management, supervision and professional development of library staff.
- Conducts performance evaluations of staff consistent with the township personnel polity.
- Model professionalism through ethics and consistent exploration of current library trends and scholarly literature, and involvement in professional organizations.

- Supervise the facilities and properties of the library.
- Serve as the chief public relations officer of the library: works with outside groups as library liaison; and seeks to assure that positive press exposure reflects the library's role in the community.
- Identify new revenue sources including grants, bequests and other gifts.
- Work a variety of hours to provide effective leadership.
- Attend Township Board of Trustee and Library Advisory Board meetings.
- Insure programming is sufficient to meet the needs of the community.

Minimum Qualifications

- Master's Degree in Library and Information Science from a school accredited by the American Library Association.
- Permanent Professional Certification as a librarian from the Library of Michigan.
- Four (4) years of progressively responsible library experience. Must have strong financial background.
- Excellent communication and social skills.
- Ability to train non-professional staff in the basic principles, concepts and methodology necessary to carry out basic assignments, operations and/or procedures.

Physical Activity Requirements

(Degree of physical demands (strength) usually associated with the essential functions of the job)

Light work: exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for sedentary work. Light work usually requires walking or standing to a significant degree. The type of physical demands usually associated with the essential functions of this classification are: stooping, kneeling, crouching, reaching overhead and horizontally, handling, fingering, feeling, talking, hearing and seeing.

Computer Skills

Must possess computer skills (including but not limited to: Microsoft Windows, Microsoft Word, Microsoft Excel and Microsoft Outlook, Windows Internet Explorer). Ability to learn and manage applicable in-house software programs.