

Background

The MacDonald Public Library is the municipal library of New Baltimore, Michigan—located in Macomb County on the north shore of Lake St. Clair. Through contractual agreement the Library also serves the community of Casco Township. MacDonald is a member of the Suburban Library Cooperative. It is a Class IV library serving over 14,000 residences in the City of New Baltimore and Casco township. It has 4 full-time and 11 part-time employees with an annual operating budget of \$560,000. In 2020, the Library completed Phase 3 of a four-phase facilities project.

The MacDonald Public Library prides itself on providing:

- ❖ Wide-ranging collections and online access
- ❖ Community involvement and a welcoming environment
- ❖ Excellent service
- ❖ Extensive and varied programs
- ❖ Diversity and inclusion

The Director reports to a five-member governing board.

Minimum Qualifications

- ❖ Master's Degree in Library Science from an ALA-accredited school
- ❖ Permanent Professional Certificate from the Library of Michigan, as required by State law for a Class IV library, or the ability to obtain such a certificate within six months of date of hire
- ❖ Four years of professional librarian experience, including administrative and supervisory responsibilities in a public library
- ❖ Completion of a successful background check

Duties and Responsibilities

The Director serves as the chief executive officer of the Library and is responsible for the administration and daily operations of all Library functions within the mission, goals, and policies established by the Library Board.

See below for the full description of job duties, qualifications and other details:

macdonaldlibrary.org/ckfinder/userfiles/files/MPL%20Director%20Job%20Description.pdf

Compensation

Minimum salary of \$54,000 depending on qualifications and experience. Full benefit package including health care, disability and retirement.



Library Director

Application Process

- Complete the Library application form located at:
<http://www.macdonaldlibrary.org/macdonald/documents/application%20for%20employment.pdf>
- Email your cover letter, resume, completed application and three professional references to Margaret Thomas (thomasm@libcoop.net) and Stan Lisica (stanlisica@yahoo.com). Please include in the email *subject line*: “Application for Director Position – [Your Name]”

In addition, you may (but do not have to) mail the complete application package to:

MacDonald Public Library
c/o Margaret Thomas
36480 Main St.
New Baltimore, MI 48047

Application Closing Date: **November 1, 2020**

Position Target Start Date: **January 2021**