



Bloomfield Township Public Library serves a community of 41,070 residents in Bloomfield Township. The current operating budget is \$6,527,647 with a Capital Improvement Plan fund in place. The collection includes 320,000 items with an annual circulation of 661,932 items. Bloomfield Township Public Library is well supported by its community with a current millage rate of 1.9 mils and an average of 900 visits to the building per day (pre-pandemic).

The Library enjoys a strong reputation for providing excellent library services, collections, and programs to the community. Under the auspices of its strategic plan, the library has boldly implemented changes to meet the space requirements of patrons and to better serve a diverse population with multiple needs. Bringing the Library from an “A” library to an “A+” library is a future goal the board and staff are uniquely poised to realize.

The Library Director serves as the chief executive officer of the Bloomfield Township Public Library and is responsible for the administration and daily operations of the library within the mission, goals and policies established by the Library Board. The Library Director reports to a nonpartisan six member elected governing Library Board of Trustees.

MINIMUM QUALIFICATIONS:

The successful applicant will have:

- Master’s degree in library and information science from an A.L.A. accredited institution
- Level 1 Permanent Professional Certification from the Library of Michigan as required by state law for a Class V library or ability to receive certification within six months of hire
- Eight years of experience managing staff in a public library
- Strong financial management experience
- Demonstrated passion for public service
- Highly effective communication and interpersonal skills
- Valid state of Michigan driver’s license with a good driving record or ability to receive such license within six months of hire
- Ability to successfully pass a background check

PRIMARY DUTIES and RESPONSIBILITIES:

- Demonstrate exceptional leadership and the ability to promote the evolving and increasingly important role of the Library in the community.
- Manage and supervise all library operations and building projects that meet the goals of the library and needs of the community.
- Develop and administer the library budget, authorize all funds expended, and serve as a responsible steward of library resources.

- Oversee a balanced schedule of traditional and innovative library services, collections and programs within the approved budget.
- Implement all library board approved policies and make recommendations for new policies and revisions to existing policies.
- Provide leadership to and serve as a role model for all library staff (56 FTE).
- Maintain effective working relationships with a wide variety of community organizations including the Friends of the Library and the Bloomfield Historical Society, among others.
- Act as a library advocate and represent the Library within the community to gain support for and awareness of all that the Library has to offer.
- Develop and implement a strategic plan involving staff, patrons, community stakeholders and others to gather feedback about library services.
- Make decisions within the framework of the Library's mission and goals, and policies and procedures.
- Demonstrate comprehensive knowledge of public libraries, trends and developments and share a vision for the future of the library with Library Board, staff and volunteers, patrons, community partners, among others.
- Possess high personal standards of ethics, honesty and integrity.
- Possess excellent communication skills and the ability to express ideas and recommendations verbally and in writing to the library team and in presentations to small and large groups.

COMPENSATION and BENEFITS:

Annual salary is \$95,000 to \$105,000.

Benefits include 80% employer paid health care; dental and optical insurances; defined contribution retirement plan; employer and employee contributed HRA – retirement health care; employer paid life insurance; paid leave time including vacation, sick, emergency, personal and holiday time; among others.

APPLICATION PROCESS:

DEADLINE: February 15, 2021

As part of the application process, please send responses to the following questions (250 word limit per question :)

- What are the most important issues facing public libraries today?
- How would you develop and administer an emergency response plan to ensure positive staff morale and patron satisfaction?
- Describe your core values and philosophy of public service.

The Bloomfield Township Public Library application may be found on the Library's website at www.btpl.org/About/Employment.

Please send your cover letter, resume, completed library application and written responses to:

Library Director Search Committee
 Bloomfield Township Public Library
 1099 Lone Pine Road
 Bloomfield Township, MI 48302
 Fax: (248) 258-2555
 Email: careers@btpl.org