

April 2021

DIRECTOR SEARCH: INDIAN RIVER AREA LIBRARY

The Indian River Area Library Board of Trustees in Indian River, Michigan, is seeking a qualified, creative, dynamic and motivated leader as Director. The appropriate candidate will work with the Board of Trustees to establish goals and priorities for the library's future, engage in community involvement, manage all areas of library services, and lead library growth.

The successful candidate will be a customer-oriented person who enjoys the small-town way of life and conversing with customers and friends on topics ranging from the weather to the latest tech trends and everything in between. The Indian River Area Library has recently completed a major renovation. The right candidate would have the opportunity to help influence the feel of our community library through continued growth and programming. Strong interpersonal communication and technology skills and the ability to represent the library in the community are essential.

JOB DESCRIPTION

The Library Director is responsible for the management and operation of the library and its program of services in accordance with policies established by the Board of Trustees. The Director works in close cooperation with the Board, serving as its advisor and as an active participant in policy and budget development, goal setting, planning and evaluation, revenue generation, and record keeping. The Director is also responsible for the facilities, financial management, and personnel of the library. The Director is expected to provide a leadership role within the library, the community and the profession. The position is directly accountable to the Library Board of Trustees.

JOB QUALIFICATIONS

- Ability to qualify for a Michigan Professional Librarian Certificate.
- Prior management and supervisory experience.
- A four year degree in a relevant field (Communication, English, History, Education, etc.) preferred (but not required.)
- Ability to make administrative decisions and supervise staff.
- Experience planning and implementing library programs at all levels.
- A strong working knowledge of library technology and trends including makers' spaces.
- Demonstrated experience with budget, fiscal management and fiscal reporting.
- Ability to prepare reports and communicate clearly in written and oral form.
- Ability to exercise initiative and independent judgement
- Ability to motivate and maintain effective working relationship with all library stakeholders.
- Millage experience preferred.
- A desire to serve the public and provide excellent customer service.

- Ability to lift at least 25 lbs.
- Ability to stand for lengthy periods.

WORKING CONDITIONS AND COMPENSATION

- Compensation Package: \$28,000.00 – \$45,000.00 commensurate with experience.
- The position includes some evening and weekend hours.
- Current staffing includes a full-time Manager and 2 part-time assistants.
- The Indian River Area Library is a Class 1 Library serving a population of just over 3,000.
- There is an active and supportive Friends group and several library volunteers.
- The Library works in close partnership with our local schools.

APPLICATIONS

Application deadline is May 14, 2021. Candidates should forward a cover letter addressing the qualifying requirements, a resume, and three professional references with contact information (e-mail and telephone.)

Apply by email to IRAL Hiring Committee at iralboard@indianriverlibrary.org.

Indianriverlibrary.org

The Indian River Area Library is an equal opportunity employer.

Director Responsibilities

- Serving as public representative for the library
 - Attending community meetings on behalf of the library
 - Providing statements to the press for the library
 - Attending library meetings on behalf of the library
- Board of Trustees
 - Reserving and setting up meeting space for Board meetings
 - Creating Board Packets
 - Proposing new ideas and policies to the board
 - Reporting board decisions to the staff
 - Advising the Board on decisions
 - Completing tasks set by the board
- Financial
 - Submitting vouchers and receipts to township treasurer
 - Helping the Board of Trustees Treasurer to create the budget
 - Explaining any financial irregularities to the Board of Trustees
 - Assist in the creation of financial reports
- Publicity
 - Maintaining the Website
 - Posting on Facebook
 - Maintaining calendar of events
 - Writing weekly articles for Straitsland Resorter
- Events
 - Planning events
 - Getting and training volunteers
 - Purchasing supplies
 - Answering patron questions
- Managing collection and digital resources