



## EMPLOYMENT OPPORTUNITY AVAILABLE

The Bloomfield Township Public Library is seeking a professional, public-service oriented, and resourceful Assistant Library Director to support a broad range of library functions. The Bloomfield Township Public Library is a Class 5 library, with a service population of 41,070 people. There is strong community support for the Library and its collections, services and programs offered. The Library promotes inclusivity in the diverse collections and programs available to all ages and abilities. Technology is integrated into Library services. The successful candidate will have a strong commitment to provide quality service to the staff and the public and the desire to work in a collaborative, team environment.

**POSITION TITLE:** Assistant Library Director

**DEPARTMENT:** Administration, reporting to Library Director

**HOURS:**

Full-time, 37.5 hours weekly. Must be flexible to address projects and events occurring evenings and weekends.

**WAGE & BENEFITS:**

\$36.90/hr to start with possible increase upon successful completion of six-month orientation. Benefits include health insurance, dental/optical insurance (each single or family), life insurance, disability insurance, optional retirement plan, deferred compensation, paid time off - including vacation, sick, emergency, personal and holiday time, professional development, and an Employee Assistance Program.

**RESPONSIBILITIES:**

**Direct public service:** provides administrative support to the Library Director; coordinates library community relations program and develops community partnerships, implements library-wide projects; manages the Welcome Desk and meeting rooms; oversees marketing including website and social media content and development.

**Indirect public service:** plans library-wide staff training; coordinates all library printing and communications; assists Library Director and Trustees with advocacy and fundraising activities; carries out special library and administrative projects as assigned.

**Policy:** assists in the development, communication and implementation of library policies and procedures.

**Supervisory:** Directly supervises and schedules part-time Administration Clerks.

**Professional development:** maintains knowledge of technology and topics of interest in the profession; seeks opportunities for professional growth and development.

**DUTIES MAY INCLUDE:**

- coordinate strategic planning meetings and public focus groups
- meet with Department Head to review changes to promotional information
- participate in Management Advisory Team meeting with the Library Director
- oversee writing and distribution of press releases
- greet sales contacts
- represent library at Community Meetings
- investigate proposal and provide recommendation to Library Director
- complete survey form for area library on circulation policies
- prepare and distribute bid documents, conduct public bid opening and review bids with Library Director
- review changes to Employee Handbook and verify corrections before publication

- solicit and edit articles for print and email newsletters
- meet with Staff Organization Committee to plan staff training events
- attend Friends meeting in lieu of Library Director as delegated
- coordinate annual Staff Development Day with staff committee
- take call at midnight regarding non-functional alarm system if Facility Services Department Head is not available
- answer multi-line library phone console and assist patrons at the Welcome Desk
- conduct New Employee Orientation bi-monthly sessions
- facilitate discussion of how to answer Senior-in-charge call and conflict resolution skills
- prepare message for telephone system to play when caller is on hold
- return call to unhappy patron
- draft letter in response to patron or staff suggestion
- compile statistical report for State Aid
- write and post content for the Library's website and social media accounts
- coordinate and write submissions for annual report

## **REQUIREMENTS:**

### **MINIMUM:**

- Master's in Library and Information Science from an ALA-accredited institution
- 3 years experience in management and supervision
- Strong communication and public relations skills
- website and social media experience
- Able to lift, push and/or pull at least 20 pounds
- Able to visually review materials and discern voice and audible tones
- Strong desire to serve the public in a positive manner.

**DESIRABLE:** 5 years library management experience with demonstrated experience providing exceptional public service and proactive community relations

## **APPLICATION:**

Due: June 10, 2021. A resume, cover letter, and responses to essay questions below must accompany your application. The application is available at the Library's Welcome Desk and on the Library's website at [btpl.org/about-us/employment-volunteer/](http://btpl.org/about-us/employment-volunteer/)

## **Please complete the following exercises as part of the application process:**

- Review the Library's website at [www.btpl.org](http://www.btpl.org). What three changes would you recommend to our website and why?
- Write a press release announcing autorenewal of library materials, maximum 150 words
- In 150 words or less, please describe your public service philosophy.

## **Submit application packet to:**

Careers  
 Bloomfield Township Public Library  
 1099 Lone Pine Road  
 Bloomfield Township, MI 48302  
 248-642-5800  
 Fax: 248-642-4175  
 Email: [careers@btpl.org](mailto:careers@btpl.org)

Applications can also be delivered to the Library in person.

*The Bloomfield Township Public Library is your community resource for a world of information and knowledge. To learn more about us, visit our web site: [www.btpl.org](http://www.btpl.org)*