



# Salem-South Lyon District Library

9800 Pontiac Trail, South Lyon, MI 48178

## **LIBRARY DIRECTOR - JOB POSTING**

The Salem-South Lyon District Library (SSLDL) is a Class IV library. We employ approximately 43 full and part-time staff with a current annual budget of \$1.6M.

### **TERMS OF EMPLOYMENT:**

1. Full-time employment. The Director is expected to work a flexible schedule, based on 40 hours per week that includes special projects, Board meetings, Friends of the Library meetings, or similar activities. Salary, benefits and termination of employment in accordance with Board policy. The Salem-South Lyon District Library is an "at will" employer.
2. Salary Range: \$57,567 – \$90,142. Salary is commensurate with experience.
3. Benefits:
  - a. Group Health Insurance including dental and vision (begins 1<sup>st</sup> day of month following hire): 80% paid for employee and their dependents under age 19.  
FSA: employee funded
  - b. 457 Deferred Compensation: 6.5% of gross wages
  - c. PTO: after 90 days – 11 days available
  - d. Paid holidays

### **QUALIFICATIONS:**

- A Master's Degree in Library Science or its equivalent from a library school accredited by the American Library Association or receives a waiver from the State Librarian.
- Meets certification requirements of the Library of Michigan based on library Class level (currently Class IV).
- Aptitude for effectively dealing with the Library public.
- Interpersonal and communication skills.
- Dedication and attention to customer service.
- Knowledge of library organization, administration, services, finance and procedures.
- Computer skills and continuous advancement in library technology skills.
- Ability to solve problems and make decisions.
- Physical ability to perform typical duties.

**REPORTS TO:** The Library Director is appointed by the Board to efficiently administer the public library in terms of plans, policies and budget adopted by the Board.

**JOB GOAL:** To implement the Library Board of Trustees' goals and objectives in providing quality library services to the community.

**CORE RESPONSIBILITIES:**

- Examines the Library's collections, functions, and outreach. Recommends plans for the Library's growth and means of implementation.
- Directs and participates in the overall operations of the Library, recommends needed policies and administers the Library in accordance with adopted policies. Explains policies to staff and public. Implements procedures and oversees activities of library staff and volunteers.
- Develops with the Budget Committee the annual budget and gives current reports of expenditures against the budget at each monthly Board meeting. Decides on use of money within the Cost Centers.
- At budget hearings, the Director answers questions on library administration and financial details. The Director supplies facts and figures to the Board to aid in interpreting the Library's financial needs.
- Educates the community and seeks donors for the Library's Endowment Fund.
- Recommends prudent financial management and assists the Board in cooperating with other libraries. Alerts the Board to pending legislation that would affect library funding.
- Coordinates the activities of assigned personnel; assigning duties, developing and scheduling various programs and assuring that adequate personnel, materials and equipment are available to provide the best possible library services to the community.
- Assesses the quality and accuracy of staff performance, counseling employees as necessary.
- Assesses information regarding the community, formulating service goals and developing programs for the Library in conjunction with staff and administration.
- Prepares various reports regarding circulation, activities and programs describing and evaluating services.
- Reviews payroll for employees. Works for needed improvements in working conditions, fringe benefits, and salary scale. Capitalizes on skills and initiative of all staff members. Facilitates publicity and promotion of library services through group presentations and lectures, news releases and bulletins and by advertising library programs of public interest within the community.

- Oversees purchase of print and non-print materials and library equipment and determines necessary supplies for operations.
- Keeps current in library technology trends. Oversees purchases and maintains systems to remain state of the art.
- Keeps current on the latest methods and techniques in library services.
- Encourages the Board to study library-related topics by supplying information.
- Assists with orientation of new Board members and notifies Board members of important meetings to attend.
- Maintains good communication and cooperation with the Friends of the Library.
- Assures proper safety and security measures are followed for the benefit for staff, patrons, and volunteers.
- Ensures that the Library building and property are safe, comfortable and well-maintained.
- While the responsibility remains with the Library Director, s/he may choose to appoint a Designate to execute these responsibilities under the direct supervision of the Library Director.
- Other duties as deemed necessary by the Board.

#### **HOW TO APPLY:**

1. Complete an application.
2. Submit an application, resume, two references (one personal and one professional) *and* a cover letter which must include your reason for applying, and what you would bring to the Library. Please send your application materials to [directorhire@ssldl.info](mailto:directorhire@ssldl.info) by COB on Monday, June 25, 2021.
3. Use the title **SSLDL DIRECTOR POSITION** in the subject line.
4. Applicants who move to the interview stage will need to pass a successful criminal history check and social media investigation.

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***The Salem-South Lyon District Library is an at-will and Equal Opportunity Employer***

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