



EMPLOYMENT OPPORTUNITIES

City of Dearborn Human Resources Department
16901 Michigan Avenue, Dearborn, Mich. 48126
Open Monday - Friday, 8 a.m. to 5 p.m.
Phone (313) 943-2053
Equal Opportunity Employer
Apply online at www.cityofdearborn.org

LIBRARY DIRECTOR

Position will typically hire at minimum pay and follow a step progression to maximum

SALARY: Minimum: \$93,857 per year Maximum: \$118,895 per year

JOB DESCRIPTION:

Under direction by the Dearborn Library Commission, this position is responsible for directing the overall operations of the library department. Responsibilities include managing staff including hiring and firing decisions; developing and managing the department budget; managing department facilities; and planning and directing programs.

RESPONSIBILITIES: (These duties are a representative sample; position assignments may vary.)

- Manages staff to include: prioritizing and assigning work; coordinating staff training; and implementing hiring, discipline, and termination procedures.
- Develops and manages operating, capital improvement, and other department budgets
- Manages the repairs, safety, security, improvements, projects, procurement, and other functions of department facilities.
- Performs community outreach, responds to media requests, and serves as a liaison to promote library services.
- Plans and directs library programs in accordance with community needs for services.
- Reviews and approves technology plans for purchasing software, hardware, and other systems.
- Liaison between City and Library Commission and oversees all library committee activities

QUALIFICATIONS:

Master's degree in Library Science and 10 years of related experience; some supervisory experience required.

LICENSING REQUIREMENTS:

- Level 1 Certification from the Library of Michigan, Michigan Department of Education
- Valid State of Michigan Driver's License

PARTS AND WEIGHTS OF THE EXAMINATION:

Oral 100%

POST-EMPLOYMENT OFFER REQUIREMENTS:

- Satisfactory completion of medical examination, driving record check, and criminal background check prior to start date.
- All appointees are subject to a one-year probationary period.

LAST DATE FOR FILING APPLICATIONS: 8:00 a.m., Monday, September 26, 2022

Apply online at www.cityofdearborn.org