

Timothy C Hauenstein Reynolds Township Library

117 W Williams Street, Howard City, MI 49329

Position Announcement: Library Director

The Timothy C Hauenstein Reynolds Township Library is accepting resumes for the full time position of Library Director. The library is a class three serving 9,714 and located 30 miles north of Grand Rapids on the US 131 corridor.

Qualifications:

The position requires a bachelor's degree from an accredited college or university and at least three years of library employment. Degree in library science preferred. Library experience should include a knowledge of public library services and collections, or its equivalent. Experience in supervision and management is required. Financial management experience a plus. Strong communications skills including the use of social media and web page design. The candidate will have previously completed or will complete the New Director's Workshop within six months and complete the Advanced Director's Workshop within eighteen months of being appointed.

Duties include:

Draft and recommend policies and procedures, and reports to the Reynolds Township Library Board and attends Board meetings.

Daily operations and staffing including hiring, firing, discipline, training, and evaluation.

Perform financial functions including invoice processing and payment, deposits, payroll and related reports, financial reporting, annual audit coordination, and budgeting.

Develop and maintains the library collections of materials, both physical and digital.

Act as a liaison and ambassador of the Library and the Board to the local community including the Friends, the library community, and other relevant parties.

Negotiates contracts, writes and administers grants, and building maintenance.

Maintain the Library web page and other social media sites.

Maintain statistics to compile monthly, quarterly, and year end reports as required.

Individuals interested in this position should mail a cover letter, resume, and three professional references with contact information to:

Mary Ann Wilson, Vice President

Timothy C Hauenstein Reynolds Township Library

117 W Williams St

Howard City, MI 49329

Application deadline is Friday April 23, 2021.