



Our Culture:

The City of Hudsonville strives to make its employees feel safe, respected, valued and trusted. In order to maintain a positive culture and work environment, all employees are expected to exemplify common guidelines for attitude, communication, respect, and leadership.

A copy of the cultural guidelines will gladly be provided for your review.

To Apply:

To apply email a resume and [Job Application](#) to Andrea Rabineau by October 1st, 2023.



arabineau@hudsonville.org



(616) 669-0200

LIBRARY DIRECTOR

ABOUT HUDSONVILLE

The City of Hudsonville is a growing community of 7,600 residents located in Ottawa County, MI. Hudsonville is a community with strong school systems, friendly people, well-kept neighborhoods, numerous parks, and a business district which is currently undergoing a substantial revitalization.

Gary Byker Library of Hudsonville at a glance:

- Class 3 library w/ 11,311 service population
- Library Budget over \$500K
- Circulation of 150K/year
- Collection of 115K
- Active Friends group & dedicated volunteers

JOB SNAPSHOT

The Library Director assumes a leadership role in planning, directing, and supervising all aspects of library operations. Working under the guidance of the City Manager and the Library Advisory Board, this position is responsible for managing resources, developing programs, and fostering community engagement. This position will have influence in the potential new construction of a Library/Community Center facility.

OUR IDEAL CANDIDATE

Our ideal candidate for the position of Library Director is a visionary leader who possesses a strong commitment to fostering intellectual freedom and community engagement. With a proven track record in public library management and budget oversight, this candidate excels in strategic planning, resource allocation, and program coordination. They exhibit exceptional communication skills and are adept at building relationships. This candidate's enthusiasm for innovation, coupled with their sense of humor and intellectual curiosity, makes them well-equipped to inspire staff, the board, and the public. Their ability to navigate complex tasks while staying attuned to the community's needs is complemented by their proficiency in utilizing technology and new advancements to enhance library services. This candidate's dedication to creating inclusive and accessible library services, coupled with their strong leadership acumen, ensures the library's continued growth and vibrancy. The City's current library director is retiring after a successful 27 year career.



RESPONSIBILITIES & DUTIES

An employee in this position may be called upon to do any or all of the following: (Does not include all tasks employee may be expected to perform.)

Strategic Planning and Management:

- Develop comprehensive short and long-range plans to maximize library benefits within available funding.
- Collaborate with the Library Advisory Board to include assembling meeting agendas, providing guidance, and follow up on board decisions.
- Manage the library's financial operations, including budget compilation, administration, and reporting.
- Curate the library collection, ensuring its relevance and integrity, and coordinate inter-loan activities with other libraries through Lakeland Library Cooperative. Provide visionary leadership in creating both short and long-range library plans.
- Gather, interpret, and present data for informed decision-making.

Community Engagement and Program Coordination:

- Plan and implement public information initiatives to promote library usage and highlight special events.
- Represent the library in the community and regional library organizations.
- Cultivate relationships with Friends groups and align resources with educational and recreational programs.
- Seek grants and alternative funding sources to enhance library offerings.

Staff Supervision and Facility Operations:

- Recruit, select, train, and develop personnel.
- Evaluate staff performance, establish work schedules, and maintain records.
- Offer assistance and guidance to patrons in utilizing library resources.
- Oversee the maintenance of library facilities, including planning for new or renovated spaces. Prepare the annual budget, ensuring optimal utilization of allocated funds, personnel, materials, and facilities.
- Oversee the selection, cataloging, and receipt of new library materials.
- Regularly review and manage the library's collection, facilitating the removal of outdated materials.

EDUCATION, SKILLS, & EXPERIENCE

An employee in this class should have the equivalent of the following knowledge, training, and experience:

Leadership and Experience:

- Demonstrated leadership ability, inspiring staff, the board, and the community.
- Strong background in public library leadership and budget management.
- Proven track record in building and strengthening relationships within the community.
- Exceptional communication and adept problem-solving skills.
- Intellectual curiosity, sense of humor, and a willingness to explore novel ideas.

Educational Requirements:

- Bachelor's Degree in a relevant field.
- Master of Library Science degree from an ALA-accredited institution
- Minimum of 2+ years of experience in public library management.
- Full-time, on-site commitment; some evenings or weekends may be required.

COMPENSATION & BENEFITS

- This is an exempt, non-union position with an annual salary step scale of \$58K - \$78K.
- A generous benefits package that includes:
 - Medical – 82% employer paid premium
 - Dental – employer paid
 - Vision – employer paid
 - Life/Disability – employer paid
 - Flex Spending Accounts
 - Employee Assistance Program
- Defined Contribution Retirement Plan (401A) with up to 11% employer contribution.
- Vacation, Holiday, Sick, and flexible work schedule.
- Cell phone reimbursement.
- Access to City owned gym, and other facility perks.
- Participation in the City's Wellness program.

TOOLS & EQUIPMENT USED

Automated Library System (Innovative Interfaces - Sierra), computer, including word processing, desktop publishing, spreadsheet and database software; telephone; calculator; copy machine; fax machine; scanner, cash register, familiarity with digital materials and databases.

WORK ENVIRONMENT

The work environment described here is a representative of one an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work area is generally quiet.

LEADERSHIP RESPONSABILITIES

This role manages a team consisting of Library Assistants, an Administrative Assistant, a Children's Librarian, Library Page, as well as an assortment of volunteers. Currently, there are 15 paid staff members with an FTE of over 5.5 of manpower.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must be able to push/pull fully loaded book carts/trucks weighing up to 150 pounds, retrieve or place materials above shoulder or below knee level, and lift/carry materials/furniture weighing up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; final selection and drug screen.

The examples of duties are intended only as illustrations of the various types of work an employee performs. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.