

1.08.24

Patmos Library of Jamestown Township, Michigan

Library Director, Full-Time

- Full-Time Position (32-40 hours/week)
- Salary Range: \$45,000 - \$48,000
- Medical benefit options
- Paid vacation and sick time
- Holiday Pay
- Flexible work schedule
- Remote work possible

The Patmos Library of Jamestown Township is seeking a Full-Time Library Director who will be a committed partner in helping to ensure the Library remains a community staple for all. The new director will be integral to strengthening the library's connection to the community through library services and programs.

The Library Director acts as the administrative office of the institution. The Director acts in the capacity of an expert to the Library Board by recommending programs, policies, equipment, staffing and other miscellaneous library matters. It is the Director's responsibility to carry out the policies and decisions of the Library Board. The annual budget is prepared by the Director in cooperation with the Library Board Treasurer and submitted to the board for review, discussion, and final adoption. Expenditure of library funds is the responsibility of the director, under the approval and guidelines of the board. The Director is in charge of personnel, including the assignment (or reassignment) of duties, establishment of service standards, staff supervision, and staff development as well as hiring, firing and disciplinary action of library staff.

The mission of Patmos Library is to **Inform, Enlighten, and Inspire** patrons. We wish to provide quality materials and services that provide access to information that meets the educational, cultural, and recreational needs of the community.

Job Description:

- Assumes full management responsibility for all library operations; carries out policies and procedures of the library; provides leadership and direction in the development of short and long-range library plans; gathers, interprets, and prepares data for reports and recommendations for suggested changes and improvements.
- Establishes appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures and allocates resources accordingly.
- Prepares annual budget and ensures efficient use of budgeted funds, personnel, materials, and facilities; oversees the selection, receipt and cataloging of new library materials; reviews collections on an ongoing basis and coordinates removal of materials.
- Researches and secures grants and other sources of funding.
- Assists the Library Board in execution of their duties; works collaboratively with the Library, Lakeland Library Cooperative, local area schools, other Township Departments, hired contractors, and consultants.
- Responds to public inquiries regarding library services, reference questions, cultural programs, technology advances and other related issues;
- Prepares information brochures, articles, and reports to publicize the activities and services of the library, and to increase public awareness of the library as a community resource.
- The Library Director serves as the first point of contact for dealing with alarms/emergency calls and coordinating response.

This opportunity requires an individual with:

- Strong leadership qualities, with the ability to inspire staff, the Board, and the community;
- Public library leadership and budget experience;
- Skills to build and strengthen relationships and connect with the community;
- Highly effective communication and problem-solving skills;
- Intellectual curiosity, self-motivating and an innovative personality.

Qualifications:

- Bachelor's Degree in English Language Arts, business, public administration, communications or other related fields
- Master of Library Science degree from an ALA accredited school (preferred).
- Public library experience: 2+ years
- Supervisory/Management Experience: 2+ years (preferred)
- Availability to attend periodic off-site and evening meetings
- Must be able to perform physical demands of job, including lifting of 30 pounds

Please send a detailed cover letter, resume and contact information for 3 professional references via e-mail to Board President, Alaina Kwiatkowski: patmoslibraryboard@gmail.com by February 23, 2024.