

Director of the Saranac Clarksville District Library

The Saranac Clarksville District Library serves approximately 11,000 residents at two locations in Ionia County and is only 30 miles from Grand Rapids and 40 miles from Lansing. The Library Board is searching for a new director.

Under the direction of the library board, the library director plans, coordinates, and manages the operations of the library, including but not limited to all human resource functions, facilities maintenance and care, fiscal management, budgeting, and oversight, and representing the Saranac Clarksville District Library as the “public face” of the library. The director works closely with staff and board to support the library’s core values. The director will be an effective leader, advocate and collaborative partner with all stakeholders and bring innovative ideas and creative solutions to fulfill the library’s mission.

Education and Work Experience:

- Bachelor’s degree with a commitment to life-long learning.
- Master’s in library science and information from an accredited ALA school is desirable.
- At least 5 years of public library experience with at least 3 years of managing staff and team building is preferred.
- Advanced knowledge of principles and practices of library administration, budgeting, patron services, technology, circulation, collection development and weeding, acquisitions, and processing.
- A current Level 4 Certification from the Library of Michigan or within one year of hiring.
- A valid driver’s license or the ability to travel between both library locations and attend meetings in the region, state and nationally.

Desired Qualifications:

- Excellent leadership and communication skills, a visionary perspective, and innovative approaches to organizing and problem solving.
- Develops, administers, and monitors the library budget and is responsible for all financial oversight, including monthly and annual financial reports and audit preparation.
- Conducts interviews, hires, evaluates, trains, supervises, and manages library staff and schedules their work hours to create an efficient and collaborative team environment.
- Knowledge of current library trends, technologies, and best practices associated with collections, acquisitions, public service, community outreach and other initiatives.
- Monitors and adjusts library services and materials per community needs and interests – evaluates existing services and determines program and service needs for all library users and develops new ones as needed.
- Assists and advises the library board in policy creation and review, strategic planning, governance, budgets and other topics. Keeps abreast of existing and pending local and state laws concerning libraries and shares this information with the board and staff.
- Serves as liaison to the friend’s organization, ICLA and Lakeland Library Cooperative and attends meetings, conferences, and seminars of national, state, and local professional organizations.
- Maintains strict confidentiality of all matters

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Salary and Benefits:

- This is a full-time, salaried, 40 hour per week, exempt position with the occasional weeknight and weekend hours depending on staffing and programming needs.
- The salary is \$57,500.00 with a benefits stipend and retirement for the employee.
- Full-time salaried employees receive 8 paid holidays, one floating holiday and 15 days for PTO

To apply: Please send a resume, detailed cover letter describing your experience and reasons for applying and the name and contact information for 3 professional references to Carol Dawe: carol@llcoop.org by April 24th, 2024.

Candidates will be required to submit answers to written questions prior to an in-person interview. The Board hopes to hire a candidate who can begin to work mid to late summer, 2024.