

Job Description & Posting

Date of posting: _____ Internal _____ External

Job location: Maud Preston Palenske Memorial Library
500 Market Street St. Joseph, Michigan

Job Title: Director

Reports to: Library Board of Trustees (primary: President)

Supervises: Administrative and Management Team

Pay: \$70,000

Status: Exempt; full-time. Includes benefits package.

Job Summary

The Library Director serves as the Chief Executive Officer of the library and is responsible for the administration of all library functions subject to the policies, goals, and objectives of the Maud Preston Palenske Memorial Library Board of Trustees.

Duties & Responsibilities

Board Relationship

1. Responsible for the development and implementation of plans and policies for the operation and improvement of Library operations and ensures compliance.
2. Responsible for recommending policies and procedures according to law or the regulations of the Board.
3. Prepares the Library Board agenda with the Library Board President. Writes a monthly report of all Library activities for each regular Board meeting and is present for all regular Board meetings.
4. In cooperation with the Library Board Treasurer, develops an annual budget proposal for the Library for approval by the Library Board. Maintains the annual budget and manages the expenditures of Library funds according to the budget.

Planning and Organization

1. Executes strategic plan. Coordinates annual strategic planning process. Makes recommendations for improvement.
2. Establishes and maintains appropriate operational and patron-focused metrics with the intent of maintaining excellence in operations.
3. Prepares the annual report for Maud Preston Palenske Memorial Library to ensure continual support of state aid.
4. Manages the selection and purchase of library materials according to the Collection Development Plan.

5. Directs program development that ensures services and programming meet the needs of the communities.
6. Plans, coordinates, and advances the maintenance and improvement of library facilities and technology.

Personnel Management

1. Directly hires personnel and oversees managers to ensure annual goals are established, biennial performance evaluations are executed, and annual reviews of team members are completed.
1. Conducts regular library-wide staff meetings, promotes staff morale, and fosters excellent communication with the managers and staff.

Community Relations

1. Attends(or assigns designee to attend) the City of St. Joseph Commission and St. Joseph Township Board meetings of our service area and reports on value of the Library to area residents.
2. Represents the Library as a speaker before community, civic, and other groups regarding the objectives and activities of the Library.
2. Works closely with the Friends of the Library to ensure common goals.
3. Maintains productive relationships and partnerships with consortia, networks, and other area libraries.
4. Promotes communication and positive relations with patrons.

Education and Experience

1. Master's Degree in Library Science from an American Library Association accredited institution.
2. A Level 1 permanent professional certificate from Library of Michigan or be eligible for certification prior to appointment.
3. At least three -five years' administrative experience in a public library, ideally at the director level.
4. Experience working in conjunction with a union within a library setting.
5. Excellent public speaking skills and ability to give cohesive, articulate presentations.
6. Demonstrated ability to evaluate and implement new information technology.
7. Experience in successful grant-writing and fundraising.
8. Knowledge of Michigan library law highly desired.

Environmental/Working Conditions

1. Work hours will vary and include evenings and weekends.
2. Interactions with the public may include the ability to facilitate conversations with members of the public and/or private representatives when interpreting and enforcing library policies and procedures.
3. Occasional travel required to attend meetings, workshops, conferences as needed.