

Reading Community Library

Job Posting -Library Director

Description

The Reading Community Library is looking for a candidate to be the Library Director. The library serves the City of Reading, Township of Reading and Cambria Township. The Director would work between 32-40 hours, and some evenings and weekends may be required. The Director is responsible for the daily operation of the library from collection management, programing, customer interactions, managing employees and digital media. This position reports to the Library Board of Trustees.

Required Application Documents:

- 1) Cover Letter
- 2) Resume

Please email all complete applications, resumes, and cover letters to Kimberly Blythe, Board Vice President at kym@reading.mi.us no later than Thursday, January 30, 2025 by 5 pm

Position Summary The Library Director is responsible for the management and operation of the library and its program of services in accordance with policies established by the Board of Trustees.

Reports to: Library Board of Trustees

Supervises: Staff

RESPONSIBILITIES

ADMINISTRATIVE

- Implement policies established by the Library Board.
- Carries out the established policies; recommends policies/policy changes to the Library Board.
- Develops and carries out the plans of service of the library.
- Develops long range plans as needed by the Library Board.
- Attends all Library Board meetings
- Attend library meetings related to professional affiliations
- Informs the Library Board about developments in the library field.
- Maintains an awareness of Michigan Library Law, specifically the Michigan Library District Act, Freedom of Information Act (FOIA), and Open Meetings Act (OMA).
- Related work under the supervision of the Library Board as needed.
- Appropriately apply knowledge of principles, practices, procedures and the techniques of library science and administration
- Oversee operation of all Library technology and equipment

PERSONNEL

- Supervises all Library staff; conducts the hiring, performance evaluations, disciplinary, and separation from service procedures for all employees.

FINANCIAL

- Receives and expends the annual funds according to the budget.
- Prepares grant applications.

COLLECTION MANAGEMENT

- Oversees the selection, purchasing, processing, and discarding of all print and non-print library materials and collections.
- Oversees the discarding of print and non-print materials in accordance with the Library's Materials Policy.
- Advises the Library Board on issues involving collection development, materials selection, and individual titles.

FACILITIES MANAGEMENT

- Responsible for the maintenance, repair, and preservation of the library's buildings and grounds.
- Develops written guidelines for the custodial maintenance of the buildings and grounds; prepares written agreements as needed.
- Insures that access and safety to the buildings and grounds are in compliance with all state/federal laws and regulations.

PUBLIC RELATIONS

- Serves as the primary Library representative to the community.
- Attend community events as the library representative
- Interacts with community members and groups to develop support for the library.

DIGITAL MEDIA STRATEGIST

- Responsible for planning, developing and implementing overall social media strategy to support and improve online presence and the overall digital marketing efforts on library services.
- Responsible for planning, developing and implementing content on library's website. Ensures library website is ADA compliant, all pages and links are relevant and active, and user friendly.
- Maintains up-to-date knowledge on digital media engagement trends

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PROGRAMMING

- Develop programs based on community need
- Oversee and implement library programs
- Coordinate speakers/presenters

JOB QUALIFICATIONS

- Prior library management and supervisory experience preferred.
- A bachelor's degree preferred, and/or completion of the Beginning Workshop offered by the Library of Michigan and a minimum of one year of full-time employment or its equivalent in a library setting.
- Ability to qualify for a Michigan Professional Librarian Certificate within 2 years
- A desire to serve the public and provide excellent customer service.
- Ability to lift at least 25 lbs. and to stand for periods.

Physical Requirements and Work Environment:

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job. An employee in this position spends the majority of their time in an office setting with a controlled climate where they sit and work on a computer for extended periods of time, communicate by telephone or in person, and move around the office to assist customers and complete other administrative duties.

- **Job Information-Job Type:** Full-Time with some evening and weekend hours
 - **Salary:** \$35,000-\$50,000 commensurate with experience
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