

## **EMPLOYMENT OPPORTUNITY: LIBRARY DIRECTOR**



***If you believe a library is the heartbeat of a town, we want to meet you.***

We are looking for the next Library Director for the Ironwood Carnegie Library—a role for a gifted communicator who loves books and libraries and can champion our 125-year-old historic gem located in Ironwood, a city of approximately five thousand people located in the far western end of Michigan’s Upper Peninsula. This is a position for a "master of all trades" who wants to leave a lasting mark: from the strategic art of securing grants and the stewardship of an historic facility, to cultivating a vibrant, welcoming atmosphere for our residents.

Join us in a rural community that deeply cherishes its heritage, its progressive art and culture scene, and its wondrous natural landscape. Help us write the next chapter of our legacy!

Please send cover letter and resume to: [ironwoodcarnegie2@gmail.com](mailto:ironwoodcarnegie2@gmail.com) or to Ironwood Carnegie Library, 235 East Aurora, Ironwood, MI 49938 Att: Board President

## **Ironwood Carnegie Library**

### **LIBRARY DIRECTOR**

**Beginning Salary: \$19 hr. or commensurate with experience**

**Department: Library**

**Reports To: Library Board of Trustees**

**Job Type: Full-Time FTE: 1.0**

**FLSA: Non-Exempt**

**Bargaining Unit: Non-Union**

#### **DEFINITION**

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 five-member Library Board of Trustees and requirements of the Library of Michigan. The position is directly accountable to the Library Board of Trustees.

#### **RESPONSIBILITIES**

##### *ADMINISTRATIVE*

- Creates agendas and attends all Library Board meetings.
- Implements policies established by the Library Board; creates and recommends

- policies/policy changes to the Library Board.
- Develops and carries out the Library's goals and plans.
  - Develops long range plans as requested by the Library Board.
  - Attends library meetings related to professional affiliations.
  - Maintains a professional relationship with Superiorland Library Cooperative and the Library of Michigan.
  - Informs the Library Board about developments in the library field.
  - Maintains an awareness of Michigan Library Law, specifically the Michigan Library District Act, Michigan Public Act 164, Freedom of Information Act (FOIA), and Open Meetings Act (OMA).
  - Performs related work under the supervision of the Library Board as needed.
  - Appropriately applies knowledge of principles, practices, procedures and techniques of library science and administration.
  - Oversees operation of all Library technology and equipment.
  - Promotes and maintains relations with the Friends of the Ironwood Carnegie Library, City of Ironwood staff and administration, and community organizations.
  - Performs circulation, programming, and reference tasks as required to maintain adequate staffing and scheduling of library hours.

#### *PERSONNEL*

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

#### *FINANCIAL*

- Prepares the annual budget and works with city financial director and library board to assure financial stability of library.
- Receives and expends the annual funds according to the budget.
- Creates and oversees fundraising, capital, and annual appeal campaigns.
- Prepares and administers grant applications.

#### *COLLECTION MANAGEMENT*

- Oversees the selection, purchasing, processing and discarding of all print and non-print library materials and collections in accordance with the Library's Collection Development 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 building and grounds.
- Develops guidelines as needed for the custodial maintenance of the buildings and grounds; prepares written agreements as needed.
- Ensures 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.
- Participates in a collaborative relationship with outside organizations.
- Attends community events as the Library representative.
- Interacts with groups and community members of all ages to develop support for and robust use of for the Library.
- Serves as the Library's representative to the media; develops all press releases to all media outlets as needed.

### *DIGITAL MEDIA STRATEGIST*

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

### *PROGRAMMING*

- Develops resources and programs, including early childhood literacy, youth/student, and senior programming based on community interest and need.
- Oversees and implements library programs/services at library and at community sites.
- Coordinates and schedules speakers/presenters.

### **JOB QUALIFICATIONS**

- Prior library management or supervisory experience in a similar field required.
- A Bachelor's degree is highly preferred. However, the Board may consider exceptional candidates who possess a minimum of a high school diploma/GED and at least one year of direct library management experience and can demonstrate a high level of professional competency and a proven track record in library operations.
- Ability to complete the Beginning Workshop offered by the Library of Michigan within one year.
- Ability to make administrative decisions, develop policies and supervise staff.
- Experience planning and implementing library programs at all levels.
- Experience in grant writing, fundraising, and securing public and private funding.
- A strong working knowledge of library technology and trends.
- Demonstrated experience with budget and fiscal management.
- Ability to prepare reports and communicate clearly in written and oral form.
- Ability to exercise initiative and independent judgement.
- Ability to motivate and maintain effective working relationships with all library stakeholders.
- A desire to serve the public and provide excellent customer service.
- Ability to oversee routine building maintenance functions as required.

- Ability to lift at least 25 lbs. and to stand for periods of time.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment characteristics described here are representative of those required to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

The employee is regularly required to communicate effectively with others in person, electronically, and by telephone. The position frequently involves operating a computer and other office equipment, including creating, typing, and reviewing documents, and remaining in a stationary position for extended periods.

The employee may be required to move about the work environment, including standing and walking for extended periods while performing duties such as staffing service desks or conducting programs. Occasional travel to other locations may be required, which may involve operating a motor vehicle.

The employee is required to use hands and fingers to handle, feel, and manipulate objects, and to reach with hands and arms. The position may involve occasional stooping, kneeling, crouching, or crawling. The employee must be able to lift and/or move items of light to moderate weight.

Work is primarily performed in an office setting but may also occur at off-site locations such as schools, childcare centers, residential care facilities, or outdoor environments. The noise level is typically low in office settings but may vary from moderate to high depending on the location and activity.

*This job description is not, nor is it intended to be, a complete statement of all duties, functions, and responsibilities which comprise this position.*

## **WORKING CONDITIONS AND COMPENSATION**

- Beginning Salary: \$19.00 or commensurate with experience.
- The position will include some evening and weekend hours.
- The position is full time with benefits including health insurance, vision, dental and life insurance, vacation and personal days, and a retirement plan.

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