



## **Position: Library Director – Full-Time**

**Salary:** \$60,000-\$87,000

**Fringe Benefits**

**Immediate Supervisor:** Pontiac Public Library Board of Trustees

### **Job Summary**

The Pontiac Public Library Board of Trustees seeks a collaborative and forward-thinking leader to serve as Library Director. The Library Director will perform responsible and varied administrative and professional work related to planning, organizing, and directing all aspects of library services for the library. The Library Director is expected to work a flexible schedule that includes special projects, Library Board meetings, Friends of the Library meetings, and similar activities. Salary, benefits and termination of employment in accordance with Library Board policy. The Pontiac Public Library is an “at will” employer.

### **Essential Duties/Responsibilities include, but are not limited to:**

- Direct and participate in the overall operations of the library, recommend needed policies and administer the library in accordance with adopted policies
- Recruit, select, and hire library staff
- Lead and continually develop library staff in a highly professional manner, fostering teamwork and collaboration
- Responsible for the finances of the library including processing invoices and POs using Quickbooks accounting software. Prepare financial, statistical and other reports as required
- Prepare and present library budget proposal for approval, and monitor and approve expenditures from the official operating budget
- Oversee the Library’s operating budget with the assistance of department coordinators
- Advocate for the Library at the local and state level
- Establish strong relationships with locally elected officials
- Establish nonprofit as well as business/corporate partnerships
- Assess feedback from the community, formulate service goals, and develop programs for the library in conjunction with staff
- Assist with the preparation of meeting agendas and materials and participate in Library Board of Trustees meetings
- Prepare monthly and annual financial reports for the Library Board of Trustees and annual statistical report for the Library of Michigan
- Supervise maintenance of all library building, equipment, and furnishings
- Develop short-term and long-range goals to meet present and future community needs
- Maintain knowledge of new developments in the library profession, including technological advances, through professional development opportunities, including but not limited to participation in activities of professional organizations and networks and of the Library of Michigan
- Prepare grant requests to state and federal agencies and non-profit foundations, and administer grant funds upon award
- Serve on professional and community committees, as requested, to advance the library
- Perform other duties, as may from time to time be assigned by the Library Board of Trustees
- Assist with orientation of new Library Board members and notify Board members of important meetings to attend
- Assure proper safety and security measures are followed for the benefit of staff and patrons

- Ensure that the library building and property are safe, comfortable and well-maintained

#### **Qualifications and Requirements**

- ALA accredited Master's degree in Library and Information Science. A minimum of four years of professional library experience with supervisory experience required.
- Must possess a thorough knowledge of the principles, theories, objectives, and practices of library management and library science, including solid knowledge of current trends and developments in the library profession
- Ability to represent the library at professional and community meetings
- Ability to understand, interpret and implement library policies, procedures, and rules
- Must be committed to excellence in customer service
- Must possess time management and organizational skills and ability to meet deadlines
- Must possess a working knowledge of public relations procedures
- Ability to interact courteously and effectively with elected and appointed officials, library staff, the library's business contacts, patrons and the general public
- Ability to plan, organize, supervise, and evaluate the work of employees in diversified library activities
- Must possess strong oral and written communications skills
- Ability to work independently, organize work for efficient use of time and keep records accurately and prepare administrative reports in a clear, logical manner
- Ability to work flexible hours to observe library during all hours of public operation
- Must be proficient with computers, mobile devices, popular library software, internet and digital communications

#### **Physical Requirements**

- Ability to view a computer monitor and / or operate a keyboard for extended periods of time
- Ability to read printed materials and information on computer screen

Ability to move and / or lift materials up to 40 pounds

Specific vision abilities required by this job include: close vision, ability to adjust focus, and see keyboards. Must be able to sit, bend, and/or walk for extended periods of time. Must be able to reach, and carry books or boxes of books, push book carts, use the telephone, lift, push, pull objects weighing up to 40 pounds.

#### **Application Procedure**

All applicants must submit a completed Pontiac Public Library Employment Application, Resume, Cover letter, and three (3) references to be considered for the position. Please fax, mail or e-mail the application and any accompanying documents to Colleen Vieira, Interim Library Director, [cvieira@pontiaclibrary.org](mailto:cvieira@pontiaclibrary.org), 60 East Pike St., Pontiac, MI 48342 Fax: **248-430-8254**. For more information, you may contact the library **248-758-3942**.

**AN EQUAL OPPORTUNITY EMPLOYER:** Pontiac Public Library is committed to providing equal opportunity employment to all applicants. Pontiac Public library will consider all qualified applicants for employment regardless of race, religion, color, sex, height, weight, marital status, national origin, age, disability, or veteran status or any other basis protected by federal and state law.