

Position Posting

Library District Administrative Headquarters Manager

Position Title: District Administrative Headquarters Manager.

Hours & Compensation: Full time hourly at 40 hours per week with benefits. Some nights and weekends required. Salary starting range: \$65,000-75,000 depending on qualifications and experience. Benefits include Health Insurance including vision and dental, 401A with match with 457 option, long term disability, paid life insurance, and mobile phone use reimbursement.

Qualifications: MLIS degree required. Three years prior public library experience required. Supervisory experience preferred. Youth Services background preferred.

Nature of Work: Van Buren District Library is seeking an experienced, dynamic, outgoing, librarian leader ready to inspire excellence as our new District Administrative Headquarters Manager. The District Administrative Headquarters, Webster Memorial Library, in Decatur, MI, is situated between Kalamazoo and the lakeshore region of southwest Michigan. Decatur is a rural area with many farms, parks, and places to camp. Van Buren District Library serves 44,230 residents from its seven branch locations. Webster Memorial Library is both a functioning branch serving the Decatur community, and the administrative headquarters of the Library District, serving as the hub of the District's centralized functions such as administration, interlibrary loan, technical services, local history, and interbranch delivery services.

The District Administrative Headquarters Manager is a position of responsibility, requiring a person willing to perform a wide variety of duties. The District Administrative Headquarters Manager must have an understanding of rural community library service and be effective in developing good public relationships. The District Administrative Headquarters Manager serves on a full-time basis, which includes some evening and Saturday hours. These hours should reflect the best interests of Webster Memorial Library and the Library District. The District Administrative Headquarters Manager is responsible to the Executive Director. It should be recognized that many, if not all staff members serve in multiple, often unrelated roles. This is standard practice at VBDL.

Responsibilities:

- Serves as the branch manager of the Library District's administrative headquarters, Webster Memorial Library. Managerial duties include: hiring, scheduling, setting expectations, conducting evaluations, and applying appropriate corrective actions.
- Assists branch managers with administrative duties at the discretion of the Executive Director. These duties include managerial and disciplinary situations including hiring, human resources, and arranging for substitutes.
- Facilitate or participate in a wide array of Library District staff committees including the Programming Committee, the PR Committee, and the Spanish Committee, to name a few.
- Responsible for community outreach such as serving as liaison for local officials, the local Library Friends group, local schools, and other community organizations, in collaboration with the District Program, Technology Instruction, & PR Librarian, reporting any questions or concerns to the Executive Director.
- Other duties as assigned by the Executive Director.

Knowledge, Skills, and Abilities:

- MLIS or its equivalent from an ALA accredited school. Three years public library experience required; Youth Services background preferred; supervisory experience preferred.
- Ability to effectively manage library staff, including setting expectations, conducting periodic evaluations, and applying the appropriate corrective action when necessary.
- Intermediate skill with standard library tasks and technology including ILS systems, PC technology, standard software packages such as Microsoft Office, online platforms such as Google Workspace, Libby, and hoopla.
- Ability to work some evening and weekend hours
- Ability to establish and maintain effective relationships with associates, supervisors, local officials, and the public.
- Ability to read fine print with or without corrective lenses, to lift up to 30 pounds, bend, twist, crouch, kneel and refile library materials up to 90 inches in height.

The duties and responsibilities for this position, including essential job functions and responsibilities, supplement Van Buren District Library Personnel Policies and work rules applicable to all employees and may change or increase by practice or policy, as deemed necessary by the library. The library reserves the right to assign work outside of an employee's regular job assignment. The library also reserves the right to change an employee's regular job assignment, work location, or job description at any time.

To Apply: Please submit a resume, three professional references, and relevant cover letter to Dan Hutchins, Executive Director, by email to dhutchins@vbdl.org. Applications will be accepted until the position is filled.

Van Buren District Library

Job Description

District Administrative Headquarters Manager

Nature of Work:

The District Administrative Headquarters Manager supports the Executive Director in the administration of the Library District and serves as the manager of Webster Memorial Library. This is a supervisory position and requires considerable diplomacy, tact, and resolve in working with the staff and the public. This position includes direct oversight the Webster Memorial Library staff, including scheduling and branch programming. This position also assists the Executive Director in other situations such as working with the Library District's branches to assist with hiring, human resources issues, and arranging for substitutes. The District Administrative Headquarters Manager further represents Webster Memorial Library within the local community by engaging with organizations such as the local Downtown Development Authority, human services groups, faith institutions, and the public schools.

Responsibilities: (These examples **do not** include **all** of the tasks which may be expected)

1. Assists branch managers with administrative duties at the discretion of the Executive Director. These duties include supervisory and disciplinary situations including hiring, human resources situations, and arranging for substitutes.
2. Facilitate or participate in a wide array of Library District staff committees including the Programming Committee, the PR Committee, and the Spanish Committee, to name a few.
3. Serves as the branch manager of the Library District's administrative headquarters, Webster Memorial Library. This includes:
 - a. Supervision of Webster Memorial Library staff including: hiring, scheduling, setting expectations, conducting evaluations, and applying appropriate corrective actions.
 - b. Responsible for community outreach such as serving as liaison for local officials, the local Friends of the Library organization, the public schools, and other community organizations, in collaboration with the District Program, Technology Instruction, & PR Librarian, reporting any questions or concerns to the Executive Director.
 - c. Develop children's and adult programs, in collaboration with the District Program, Technology Instruction, & PR Librarian and other library staff.
 - d. Attend Library District and local organization meetings requiring personal transportation.
 - e. Assist with reference, reader advisory, and circulation duties at the library's service desk including assisting patrons in the use of electronic resources such as Libby and hoopla.
 - f. Work with library staff to develop and maintain branch collections including ordering and weeding.
 - g. Maintain branch library facility function and appearance in collaboration with local officials and the Executive Director.
4. May act as person in charge of the Library District in the absence of the Executive Director.
5. Other tasks as required by the Executive Director.

Desired Qualifications:

1. MLIS or its equivalent from an ALA accredited school. Three years public library experience required; managerial and youth services experience preferred.
2. Ability to effectively manage library staff, including setting expectations, conducting periodic evaluations, and applying the appropriate corrective action when necessary.
3. Ability to establish and maintain effective relationships with the Executive Director, local officials, colleagues, and the public.
4. Intermediate skill with standard library tasks and technology including ILS systems, PC technology, standard software packages such as Microsoft Office, online platforms such as Google Workspace, Libby, and hoopla.
5. Ability to instruct the public in the use of standard library technology such as Libby and hoopla on mobile platforms such as Android and iPhone, tablets, and ereaders.
6. Ability to understand and follow instructions from the Executive Director, to interpret written policies and procedures, and to explain them to staff and patrons as needed.
7. Desire to meet and serve the public in a welcoming and professional manner.
8. Ability to work some evening and weekend hours as needed.
9. Ability to read fine print with or without corrective lenses, to lift up to 30 pounds, bend, twist, crouch, kneel and refile library material up to 90 inches in height

Hours and Compensation:

Level: XX

40 hours per week

Benefits include single coverage health, dental, vision, long-term disability, & life insurance; paid time off including: two weeks' vacation per year, 12 sick days per year, three personal days per year, and 11 paid holidays per year; and a mobile phone stipend.