# DIRECTOR OF LIBRARIES

The City of Warren Library Commission seeks applications for the position of Director of Libraries. The City of Warren Libraries are a public library system serving the citizens of the City of Warren, Michigan.

GENERAL STATEMENT OF DUTIES: Under broad policy guidance and direction from the Warren Library Commission, in collaboration with the City of Warren Administration, this position provides administrative leadership while performing professional and management duties in planning, developing, implementing, and directing public library services. These duties include management of personnel, budget, finances, policies, projects, purchasing, facilities, and community relations.

SUPERVISION RECEIVED: The Director of Libraries serves as the chief executive officer of the library and is responsible for the administration of all library functions within the goals, guidelines, and polices established by the Warren Library Commission. This responsibility includes the organization and dissemination of information and services through the effective utilization of library resources. Work is performed under the general supervision of the Warren Library Commission in collaboration with the City of Warren Administration.

SUPERVISION EXERCISED: Exercise supervision over all library personnel, equipment, collections, and buildings. Oversight of the implementation of policies adopted by the Warren Library Commission, City of Warren Administration, and labor union contracts. Supervise the implementation of the Warren City Charter and Ordinances, State of Michigan, and U.S. Federal laws, rules, regulations, policies, and procedures affecting the operation of the library.

TYPICAL EXAMPLES OF WORK: The following statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all job duties the employee may be expected to perform:

* Implement the policies and procedures set by the Warren Library Commission.
* Communicate with the Warren Library Commission on library operational concerns.
* Submit an annual budget to the Warren Library Commission in a timely way, while directing and monitoring expenditures.
* Develops, implements, and evaluates long and short-term goals and priorities.
* Directs the maintenance of the library buildings and grounds and recommends future space needs.
* Represents and promotes the Warren Public Library to the community.
* Plans and implements new collections, programs, services, and technology to meet the immediate and long-term goals of the library and community.
* Evaluates the effectiveness of library services in relation to the changing needs of the community.
* Maintain the confidentiality of staff, library, and administrative records.
* Compiles, maintains, and analyzes statistics.
* Coordinates new technology initiatives.
* Maintains professional development by attending library-based conferences and seminars
* Attends meetings with the Warren Library Commission, Mayor, city departments, Downtown Development Authority, City Council, the Suburban Library Cooperative, etc.

# DIRECTOR OF LIBRARIES; Continued

* Works with the Human Resources Department to establish job descriptions that align with the needs of the library.
* Encourages staff professional growth at all levels by supporting participation in professional associations, workshops, seminars, and activities.
* Responsible for the hiring, evaluation, promotion, discipline, and termination of library staff.
* Interacts and maintains good relations with the Friends of the Warren Public Library.
* Pursues additional funds through grants and fundraising events.

QUALIFICATIONS:

DESIRABLE:

* Previous experience with building projects related to library operations and expansions.
* Previous experience working on a mileage renewal.
* Previous experience with maintaining an endowment fund.

REQUIRED:

* Previous experience as a Library Director in a public library setting.
* Advanced knowledge of the principles, methods and practices of public library administration.
* Proficiency with computers, library software, internet and digital communications.
* Thorough knowledge of current trends and developments in the library field.
* Ability to plan, organize, supervise and evaluate the work of employees in diversified library activities.
* Ability to establish and maintain effective and harmonious working relationships with employees, other agencies and the general public.
* Ability to effectively communicate, both verbally and in writing.
* Possess strong leadership and motivational skills.
* Ability to use good judgement, initiative and resourcefulness
* Ability to interact with architects, construction managers and subcontractors to plan, design and oversee renovation of present buildings and/or new facilities.
* Demonstrated successful experience in grant writing and fund raising.
* Considerable knowledge of computers, data communications especially in regards to library applications

PRELIMINARY QUALIFICATIONS: An employee in this position, upon appointment, should have the equivalent of the following training and experience:

* Master’s degree in Library Science from a graduate program accredited by the American Library Association from an accredited university.
	+ ***Copy of Official Transcript required at time of application. They can be sent to*** ***jdamron@cityofwarren.org*** ***directly from your schools portal.***
* Must be eligible for a Library of Michigan Librarian’s Permanent Professional Certificate or equivalent.

# DIRECTOR OF LIBRARIES; Continued

* A minimum of eight (8) years of paid, full-time public librarian experience with a minimum of three (3) of the past five (5) years current administrative and supervisory experience in a Michigan Class IV, V or VI library, or its out-of-state equivalency.
	+ Please note:
		- Class IV Libraries serve a population of 12,000 – 25,999
		- Class V Libraries serve a population of 26,000 – 49,999
		- Class VI Libraries serve a population of 50,000+
* Possess a valid license to operate a motor vehicle in the state of Michigan. Driving record must meet city’s standards for insurability.

**Pay rate**:  $145,0000/year \*Does not include contractual increase of 7/1/2025

Excellent benefit package includes 401K, retirement health savings account, health, dental and life insurance, paid vacation and sick time.

**TO APPLY**: Print the required application documents and submit your resume, along with proof of your education and other required documentation, to our office in person, by mail, by email or by fax. Required printable documents are in blue under the job advertisement.

**Address:** Office is open weekdays: 8:30 A.M. - 5:00 P.M.

Warren City Hall Fax: 586-574-0770.

Human Resources, Suite #410 Email: jdamron@cityofwarren.org

One City Square

Warren, MI 48093

**Deadline**:  **October 17, 2025 by 5:00 p.m.**

**Application link is** [**https://www.cityofwarren.org/jobs/library-director/**](https://www.cityofwarren.org/jobs/library-director/)

**To print the forms required for application, *print*:**

Application

Full-time Release Info. Agreement form

EEO form

Drug Testing Policy and Procedure Statement

Drug Free Workplace Policy

If you have any questions, please call our office at 586-574-4670.

**EQUAL OPPORTUNITY EMPLOYER**