

Ecorse Public Library Job Description

Job Title: Library Director

Department: Library

Reports To: Library Board

Hourly: \$31.25-\$40.87 Depending on Qualifications and Experience

Fair Labor Standards Act Status: Non-Exempt

Summary: Responsible for the administration and management of the library. Key areas of responsibility are personnel, budgeting (including development and fundraising), facilities planning, representing the library in the community at large as well as within the Ecorse Public Library, and developing and implementing strategic goals by performing the following duties.

Duties and Responsibilities include the following. **Other duties may be assigned.**

1. **Provides overall leadership and direction for all library operations**, ensuring effective implementation of services, policies, procedures, and Board directives.
2. **Develops, updates, and recommends library policies** to the Library Board, ensuring compliance with Board bylaws, the Open Meetings Act, and applicable state and local regulations.
3. **Plans, develops, and evaluates library services** to meet current and future community needs, including long-range strategic planning and measurable goals.
4. **Serves as the library's primary public representative**, acting as liaison with the Library Board, City officials, community groups, state agencies, and other libraries.
5. **Manages and supervises all library staff**, including hiring, training, scheduling, coaching, and evaluating performance in conjunction with Human Resources.
6. **Establishes and oversees staff workflows, procedures, and service standards**, ensuring high-quality public service and operational efficiency.
7. **Oversees collection development**, including selecting and ordering print, digital, and electronic resources; maintaining appropriate standards; and ensuring materials reflect community needs.
8. **Directs a public relation program and outreach efforts**, promoting library services through community events, presentations, public relations initiatives, news releases, and other marketing methods.
9. **Prepares the preliminary library budget** and administers the approved budget with the City Finance Manager, monitoring expenditures, supplies, equipment needs, and vendor relationships.
10. **Maintains the library facility** in collaboration with the Department of Public Works, ensuring a safe, accessible, and well-functioning environment.

11. **Resolves complex patron concerns** and oversees patron services, ensuring consistent application of library policies, procedures, and service expectations.
12. **Supervises recordkeeping and reporting**, preparing or reviewing required reports for the Library Board and federal, state, and local agencies.
13. **Researches and prepares grant applications**, oversees grant-funded projects when applicable.
14. **Coordinates staff schedules, programming calendars, materials, and equipment** to ensure efficient library operations within budget constraints.
15. **Engages in professional development and collaboration**, attending meetings, workshops, community events and conferences to remain informed about trends and opportunities in public library service.
16. **Appropriately delegates responsibilities** to staff members to support organizational efficiency and professional growth.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Ability:

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

Math Ability:

Ability to apply mathematical concepts to library operations, including budgeting, statistical reporting, circulation analysis, and other data-driven tasks. Ability to work with figures such as fractions, percentages, ratios, and proportions, and to interpret statistical information for planning, reporting, and decision-making purposes.

Reasoning Ability:

Ability to identify and analyze problems, gather and evaluate relevant data, and draw sound, evidence-based conclusions. Ability to interpret a variety of administrative, policy, and statistical information and apply it to practical library operations. Capable of understanding written, numerical, and diagram-based instructions and translating them into effective procedures and decisions.

Computer Skills:

To perform this job successfully, an individual should be proficient in Microsoft Office Suite, Google Workspace, and spreadsheet software; have experience with SirsiDynix or similar Integrated Library System (ILS) platforms; possess basic knowledge of payroll systems; and be able to use internet-based research tools, order processing systems, database software, and a wide range of library databases.

Education/Experience:

Masters of Library and Information Science (MLIS) degree; and four to six years related experience and/or training; or equivalent combination of education and experience. Must possess or be eligible to apply for at least a Level 2 certificate from the Library of Michigan.

Specialized Training:

- Master's Degree in Library and Information Science, plus several years' experience in the field, ideally combined with supervisory experience
- Directors Workshop and Advanced Directors Workshop from the Library of Michigan, or the ability to complete within one year

Certificates and Licenses:

Library of Michigan certification of at least Level 2, with Level 1 being ideal

Knowledge, Skills and Other Abilities:

- Thorough knowledge of Library operations, planning, and management principles and practices
- Ability to make prompt decisions on complex matters and make evaluations concerning day to day operations
- Ability to perform or supervise the performance of a variety of projects, receive unexpected top priority assignments, and solve interpersonal or procedural problems simultaneously amidst frequent interruptions
- Ability to resolve complex problems which require the evaluation of alternative methods or solutions
- Ability to set objectives, delegate, and prioritize workflow in such a way that the-overall mission and/or goals of the Library are met
- Ability to solicit cooperation from persons and departments outside of the Library.
- Ability to plan, organize, supervise, and review the work of subordinate employees and/or supervisors
- Skills and abilities in written and oral communication sufficient to handle sensitive projects and problems, develop strong working relationships with divergent groups, and communicate technical and philosophical concepts to lay persons

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands, and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand, walk, climb or balance, stoop, kneel, crouch or crawl, and taste or smell. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to animal programs.

The noise level in the work environment is usually quiet.