



211 Commercial Street
Dowagiac, Michigan 49047

Library Director Job Description

Located in rural Southwest Michigan, the Dowagiac District Library is a Class IV library serving the City of Dowagiac and surrounding township communities. The seven-member Board of Trustees is seeking a director who can ensure that the library and its staff continue to provide excellent customer service, while keeping abreast of current issues related to the library field. The building had a comprehensive renovation and expansion in 2021, thus providing an excellent opportunity for continued and additional collection development and programming. A perpetual millage, along with investments, provides the library with stable sources of revenue. The Director is the chief administrator for the management of the library and reports to the Board. The principal duties and responsibilities of the position include, but are not limited to, the following general areas:

Responsibilities:

- Oversee the day-to-day administration of the library, within the framework of the adopted policies and budget
- Recommends and drafts policies for Board consideration, implements policies and decisions approved by the Board
- Drafts an annual budget and presents it to the Board for approval, administers the budget, and submits monthly updates to Board
- Interviews and hires library personnel and provides appropriate job descriptions and evaluations for all staff; encourages continuing education opportunities; supervises and maintains staff scheduling and personnel files
- Serves as primary spokesperson in communicating library policies and procedures to the staff, patrons, and general public
- Promotes utilization and support of the library and publicizes library services
- Serves as a liaison for the Board with outside groups, organizations, boards, and friends organizations; represents the library at professional meetings and community functions
- Manages the library system's development activities aimed at securing gifts, endowments, bequests, and grants
- Maintains a safe and organized library environment for patrons and staff
- Manages operations for payroll, taxation, accounting systems using third party agencies as appropriate
- Manages library investment portfolio based upon direction/counsel of Board; reports to and consults with the Board regard to changes, planning, and investment strategies

- In conjunction with Board direction and consultation, pursues all available opportunities for funding sources including grants, endowment funds and special programs.
- Participates in materials selection and collection development programs
- Provides direction and input regarding library programs, displays, exhibits, library pathfinders, and bibliographies
- Participates in providing customer services throughout the library including evening and weekend rotation duty
- Other duties as needed and/or assigned by the Board

Desired Qualifications:

- Master's degree from an ALA accredited program in library science (MLA) or information science (MLIS)
- Public library experience in a supervisory role preferred but not necessary to apply
- Ability to analyze, evaluate and articulate library needs and services
- Demonstrates ability to recruit, train, motivate, and supervise employees
- Strong personal leadership skills and the ability to maintain effective working relationships with community leaders, public officials, leaders of educational and civic organizations, and patrons of all ages and abilities

Compensation:

Starting at \$58,000-\$62,000 depending on experience and educational qualifications, 80% Blue Cross health/dental/vision insurance, MERS defined benefit retirement, life insurance, and paid time off.

To Apply: please send a cover letter, resume, and three professional references to:

Kathryn Hayes

Library Director Search Committee

kathrynseyah@aol.com