

Job Posting: LIBRARY DIRECTOR

Benzie Shores District Library • Frankfort, Michigan

Salary: \$58,000–\$70,000
Schedule: Full-time, 40 hours/week; includes evenings and weekends
Benefits: Health Insurance (including vision/dental) • Retirement • Paid Time Off • Disability & Life Insurance
Reports to: Library Board of Trustees

Lead a Library That Is Truly a Community Treasure

Imagine leading a library with strong local support, dedicated funding through a millage in perpetuity, and a community that genuinely values its library. Now imagine doing that in one of Michigan's most beautiful places.

Benzie Shores District Library is seeking an experienced, community-minded Library Director to lead our library. Located near the shores of Lake Michigan and surrounded by the natural beauty of the Sleeping Bear Dunes National Lakeshore, our library serves a vibrant community of year-round residents, seasonal visitors, families, retirees, and small businesses.

About the Opportunity

The Library Director serves as the library's chief executive and works closely with the Board of Trustees to provide strong leadership, sound financial stewardship, excellent customer service, and forward-looking library services.

The successful candidate will have the opportunity to:

- Lead a well-established, community supported public library with stable, dedicated funding.
- Work collaboratively with an engaged Board of Trustees and talented staff.
- Develop and implement services, programs, and initiatives that respond to community needs.
- Provide strategic leadership and long-range planning for the library's continued growth.
- Manage the library's budget, facilities, technology, collections, and human resources.
- Foster established partnerships with the local school district, community organizations, local governments, businesses, and other libraries.
- Promote the library's value through outreach, marketing, advocacy, and public engagement.
- Represent the library throughout the community and serve as one of its most visible ambassadors.
- Evaluate emerging technologies, services, and trends and determine how they can benefit the community.
- Pursue grants and other opportunities that strengthen library programs and services.
- Work with the Board to identify opportunities for future improvements to the library's facilities and services.

What We Are Looking For

We are seeking a people-centered, collaborative, and forward-thinking library leader who can balance the day-to-day responsibilities of running a public library with a vision for its future.

The ideal candidate will bring:

- Strong leadership, management, and organizational skills.
- Excellent interpersonal, written, and verbal communication skills.
- A strong commitment to public service and exceptional customer service.
- Experience supervising, developing, and supporting staff and volunteers.
- Knowledge of public library practices, services, management, and current trends.
- Strong financial and budget management skills.
- Comfort working with a governing board and community stakeholders.
- Strong technology and digital literacy, including library automation systems, databases, website and social media platforms, and common office applications.
- An understanding of marketing, public relations, outreach, and community engagement.
- The ability to establish priorities, manage multiple responsibilities, solve problems, and make sound decisions.
- The ability to analyze community needs and translate them into effective library services.
- A willingness to be visible and engaged in the community and to advocate for the library.

Required Qualifications

- Master's degree in Library Science (MLIS/MLS) from an ALA-accredited institution.
- Level 1 Professional Librarian Certification from the Library of Michigan preferred.
- Demonstrated experience in library administration, management, or a related leadership role.
- Strong understanding of public library services, operations, and community engagement.

Physical Requirements

The position requires the ability to perform the essential functions of the job, including retrieving, shelving, and maintaining library materials; operating library equipment; and regularly lifting and moving materials and supplies weighing up to 40 pounds. The Director must be able to perform the visual, hearing, and physical requirements necessary to perform essential job functions and respond appropriately in an emergency.

To Apply

Please email your cover letter, along with a resume and three professional references to Stacy Pasche at director@bsdlibrary.org, noting Library Director in the subject line. PDF format for attachments preferred.