

Hesperia Community Library

80 S. Division Street

Hesperia, Michigan 49421

Website: hesperialibrary.org

Position Announcement: HESPERIA COMMUNITY LIBRARY DIRECTOR

The Hesperia Community Library Board of Trustees is accepting resumes for the position of Library Director. The Hesperia Community Library, established as a district library in 1990, serves a population of 6,116 (2000 Census) in four townships located in rural Oceana and Newaygo Counties in West Michigan. Included within the library district is the Village of Hesperia, which is located 30 miles northeast of Muskegon and approximately 50 miles northwest of Grand Rapids. Hesperia Community Library is a Class II library and a member of the Lakeland Library Cooperative. The library is a single branch and maintains an 11,900 square foot facility that was renovated in 2002. Please apply as instructed below by March 13th, 2020.

Responsibilities:

The Library Director is responsible for administrative duties and implementing plans, programs, and policies adopted by the Board of Trustees. In addition, the Director is responsible for staff supervision, financial management, program development and implementation, and facility maintenance.

Qualifications :

Candidates will be considered based on public library experience, leadership and management experience, ability to implement policies and procedures, and level of certification.

Candidates should possess:

Effective interpersonal relations with the public, staff, community leaders and businesses.

Experience in financial management and budgeting.

Understanding of district library law and operating policies.

Strong communication skills in promoting library services and the value of the library including the use of social media and web page design.

Proficiency with technology associated with library management, software applications and hardware maintenance.

Experience in materials selection, collection maintenance and organization.

Required certification for Class II library. Master's degree in Library Science from an ALA accredited institution, preferred but not required.

This is a part-time 35 hour per week position with a salary range between \$35,000 and \$40,000 based on experience. Additional benefits may be negotiable. Health care is not provided.

Individuals interested in this position should send a cover letter and resume that addresses identified qualifications, and applicable experience. Applicants should also provide three professional references that are familiar with the applicant's job performance and potential success in this position. Please include name, position, email address, and phone number for contacting references.

Application deadline is March 13th. Please send the requested information to:

Sonja Maynard, Board Trustee

Hesperia Community Library

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Hesperia, Michigan 49421

(Please see next page for full job description.)

Complete Position Description:

LIBRARY DIRECTOR

Reports to Hesperia Community Library board of Trustees.

Supervises: All library staff.

35 hours per week

General Summary: Under direction of the library board the library director is responsible for the administration and management of the library.

Essential Functions and Duties:

- Oversees and evaluates the operation of the library.
- Develops library policies and procedures, implements and administers them upon approval of the library board.
- Formulates and develops library goals and objectives and plans library services to meet them.
- Promotes and publicizes library services and programs.
- Supervises all library staff.
- Implements board personnel policies and is responsible for recruiting, interviewing, hiring and training new employees, and for evaluating performance and making termination decisions for all staff.
- Implements regular staff meetings.
- Prepares an annual budget and administers and monitors the expenditure of funds.
- Negotiates all library agreements for services and purchases, presenting all contracts and recommendations to the library board.
- Oversees fundraising activities for the library, including writing grant proposals and assuring successful completion of grant projects.
- Is responsible for collection development and maintenance.
- Prepares monthly financial, circulation, department and program reports for the library board.
- Attends all regular and special meetings of the Hesperia Community Library Board of Trustees.
- Maintains active involvement by the library within the Lakeland Library Cooperative.
- Represents the library at meetings and conferences of county, state, regional, and national professional library associations.
- Maintains confidentiality of all patron records and transactions.
- Maintains library equipment inventory records.
- Enforces library "rules of conduct" and takes appropriate action in case of infringement.
- Performs all other duties as assigned by the Board of Trustees .