

Harper Woods Public Library

Job Posting: Director.

Classification: Full-time, Salary, Exempt, At-will Employment

Hours: 37.5 per week with some overtime as needed. This includes weekdays and some evenings and weekends.

To apply: Send resume and city job application to the City Clerk, Leslie Frank electronically or by U.S. mail lfrank@harperwoods.net L. Frank, City Clerk 19617 Harper Avenue, Harper Woods Michigan, 48225. The city job application must be included and can be found on the Harper Woods City website. <http://www.harperwoodscity.citymax.com/f/jobapp.pdf> All applications must be received by 5pm August 7, 2015.

Position Summary:

The Harper Woods Public Library Director is responsible for the daily operation of the library office, the development and administration of policies, and the selection, hiring, and supervision of staff and their activities. He or she provides oversight on the selection of materials and the development of services. The Library Director is responsible for strategic planning and budget development as well as the daily management of the library, which serves a population of 14,000 in northeastern Wayne County.

The director's authority and powers are derived from the Board of Trustees, which in turn guides the director in making major decisions and monitors job performance. The director submits regular reports to the Board to keep it informed of the condition of the facility, library programs, community collaborations, the activities of local and state library organizations, and governmental, legislative and legal actions that may affect the organization

Responsibilities

- Acts as the de facto Head of Human Resources for the city in library-specific matters (payroll, vacation, sick and personal time requests, petty cash and mileage allotments, facility issues, patron, and staff health concerns).
- Approves all invoices and check requests for payment by the city.
- Oversees the general public relations efforts produced by the staff and the publication of these items in electronic or written form.
- Acts as the library's primary spokesperson to the community and the media.
- Serves as liaison with the Friends of the Library.
- Responsible for the selection, training, discipline, and termination of library personnel.
- Pursues appropriate granting opportunities.
- Manages patron concerns; is responsible for disciplinary actions regarding patrons who violate library policy or state or local ordinances.
- Develops and maintains library operation and policy manuals.

- Ensures that the professional certifications of the staff are compliant with state standards; promotes the professional development of staff.
- Represents the library at the Suburban Library Cooperative director's council and other committees.
- Writes and submits appropriate reports to local and state agencies.
- Covers circulation clerk duties on an as needed basis.
- Covers reference desk duties as needed.
- Collaborates with appropriate Board representatives to prepare meeting agendas and monitor revenues and expenditures.
- Supervises and/or performs the library opening or closing procedures as needed.
- Works with the Suburban Library Cooperative to insure proper technology levels and equipment compliance.
- Oversees/manages the library building and library grounds maintenance.
- Other duties as assigned.

Qualifications:

- Masters of Library Science (MLS) Degree from an ALA-accredited program.
- Eligible for a Level 1 or Level 2 certification from the Library of Michigan
 Level 1 certification qualifications:
 (a) A master's degree or its equivalent from a library school accredited by the American library association.
 (b) Four years of full-time employment, or an equivalent time period, consisting of paid professional library work experience in a library approved by the department following the completion of educational requirements.
 Level 2 certification qualifications:
 A master's degree or its equivalent from a library school accredited by the American library association.
- Capability to organize work and perform multiple tasks.
- Facility to handle confidential information in an appropriate and secure manner.
- Knowledge of the philosophy and techniques of public library services.
- Strong oral and written communication skills.
- Proficiency with professional office computer applications.
- Previous experience working in public libraries as a librarian, with four years of supervisory experience preferred.
- Ability to work and communicate with staff, volunteers, community leaders and patrons in a team environment in a professional and courteous manner.
- Knowledge of library materials, formats, and resources.
- Enthusiastic and positive public service orientation.