

Patmos Library

Position Title: Library Director

Salary Range: \$40,000 - \$45,000, dependent on experience

Supervises: All Library Staff

Job Summary:

The Patmos Library Director, under the direction of the library board, is responsible for the daily operation as well as the daily management of the library. These duties include hiring, management of personnel, initiates development and implementation of the budget, long ranges plans and policies, implements board policies, oversees educational, cultural, and informational services and programs.

Essential Functions and Responsibilities:

- Prepares annual budget for the board approval, monitors administration of gift, state, and federal money
- Supervises personnel directly; hires and trains employees; assigns and monitors work; evaluates personnel; disciplines employees as necessary
- Pursues appropriate granting opportunities
- Promotes and demonstrates excellent service to the public
- Creates an environment where patrons and staff feel valued and welcomed
- Supervises the physical building of the library
- Covers circulation clerk duties as needed
- Represents Jamestown Township at meetings and conferences within township, state, and national meetings.

- Attends Lakeland Library Cooperative advisory council meetings and monthly Township board meetings
- Writes and submits appropriate reports to local and state agencies
- Maintains all library statistics, records, and correspondence and report to appropriate governing bodies as required
- Acts as the libraries FOIA officer
- Evaluates services, programs, and materials as they meet the community's needs
- Works with and reports to the library board in establishing policies to the staff
- Coordinates selection of materials for collection.

Knowledge, Skills, and Abilities:

- Knowledge of principles, methods, and practices of professional library administration
- Knowledge of assessing community needs and interest level
- Knowledge of fund raising
- Ability to develop library work and training programs and to supervise the work of others in diversified library activities
- Ability to work with community leaders, public officials, and the general public.
- Ability to speak and write effectively

Qualifications:

- Bachelor's degree from accredited college or university
- Master of Library Science (MLS) degree from ALA accredited program preferred
- 3 to 5 years previous experience working in public library setting
- Proficiency with professional office computer applications. Familiarity with online social media and other online applications.
- Capability to organize work and perform multiple tasks
- Enthusiastic and positive public service orientation

Applications will be accepted until February 1, 2019. Interviews will be held starting on February 11, 2016. Interested individuals should provide a cover letter that specifically addresses the position requirements, a resume, and three references with contact information (including email address) to:

Email Address: patmoslibraryboard@gmail.com

Or mail to:

Patmos Library
ATTN: Library Board
2445 Riley St.
Jamestown, MI 49427