

# **Library Director – Full-Time Position**

## **Flat Rock Public Library, Flat Rock, MI**

Due to the upcoming resignation of the current library director, the Board of Directors of the Flat Rock Public Library is accepting applications for the position of library director.

Flat Rock is located 30 miles south of Detroit. The library is a Class IV public library, serving 9,878 residents in Flat Rock, 3,289 residents from Rockwood, and 4,656 residents from Gibraltar. The library is located in Wayne County and is a member The Library Network. There is a staff of a full-time youth librarian and 12 other part-time employees, and a budget of about \$550,000.

## **Job Requirements**

Requirements include an MLS/MLIS degree from an ALA-accredited institution, a minimum of two years librarian experience, of which one year has been in a position of administration and supervision in a public library. The candidate must be a community-oriented individual who is energetic, has strong oral and written communication skills, has a comprehensive understanding of library finances and budgeting, and has an overall understanding of current public library operations and services. Successful experience in fund-raising and/or grant writing is desirable.

## **Administrative Duties**

Oversee the day-to-day operations of the library.

Attend and organize the board of directors meetings.

Participate and represent the library at professional, governmental and community meetings.

Coordinate services and participate in the local library network.

Ensure an environment of quality customer service and be responsible for handling customer service issues and the reference desk.

Manage and evaluate the library by developing and implementing goals, formulating procedures and policies, and recommending changes based on ongoing analysis.

Manage and organize the collection and database.

Supervise and evaluate all employees.

Ensuring that work areas, building, and grounds are properly and safely maintained.

Ensure all bills and expenses are paid in accordance with board policies, providing financial statements for the board for review.

Complete and submit annual State Aid report

Submit a preliminary annual budget based on past programming and future expectations.

## **Salary and Benefits**

DOQ (Depending on Qualifications)

Applications will be accepted through USPS or email until September 7, 2018 or until position is filled. To apply, submit a resume, cover letter, and three references with contact information to:

Rachel Lee

Library Director

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