

EMPLOYMENT OPPORTUNITY

City of Southgate - Library Director

The City of Southgate Public Library is looking for an enthusiastic, energetic librarian committed to providing a high level of quality library services to the families of Southgate. The Southgate Public Library is a class V Library, funded through a dedicated voted millage, with a service population of 30,000+. There is strong community support for the library, its collections, and services offered. Programming strives to meet the needs of all ages and abilities. Technology is integrated into library services. The successful candidate will need a strong commitment to public service, prior management experience and the desire to work in a collaborative, team environment.

POSITION TITLE: Library Director

DEPARTMENT: Department Head

HOURS:

Full-time, 40 hours per week, including evenings and weekends on a flexible basis.

WAGES & BENEFITS:

\$55,000 per year. Paid time-off benefits include: vacation, sick, holiday, personal business, Health Dental and Vision along with Term life. Eligible for deferred compensation benefits. Professional membership and opportunity to participate in professional development available.

RESPONSIBILITIES *(including but not limited to):*

Provides positive, professional service to the public; supervises the planning and implementation of developmentally appropriate programs for all ages; provides reference and readers advisory; oversees the selection, development and evaluation of print, non-print, and electronic resources; instructs patrons in the use of downloadable material; oversees all aspects of the Library's offerings and its facilities: and participates in the purchasing cooperative (the Library Network). The Southgate Library Director also serves as the liaison to the Southgate Library Commission.

APPLICATION, RESUME, COVER LETTER: Due September 25, 2017

Application is available on the Library's website at www.southgatemi.org

Southgate Veterans Public Library

14680 Dix-Toledo

Southgate, MI 481952

734-258-3002

Requirements

- ALA accredited masters in Library and Information Science
- Five years public library experience
- Significant knowledge of library operations, especially current library practices, trends, and technologies
- Experience with resource sharing and library and community partnerships
- Knowledge of and experience with assessment of library services and policies
- Excellent internal and external communication skills
- Excellent interpersonal skills
- Cultural competency and commitment to diversity
- Proven abilities as a leader and manager
- Willingness to be a working director and to perform any job that needs doing, including working at the circulation desk, or reference desk.
- A high level of energy and self-motivation to create, publicize and conduct new programs
- Desire to serve the public, in a positive, energetic manner, with a sense of humor.
- Familiarity with Windows-based computers
- Flexible with scheduling
- Able to lift, push, and/or pull at least 20 pounds; able to visually review materials and discern voice and audible tones
- Successful experience presenting developmentally appropriate programs for all ages
- Knowledge of literature
- Experience with selection and budgeting of material
- Familiarity with current technologies and social media