

Trenton Veterans Memorial Library

Job Posting

LIBRARY DIRECTOR 001

Posting Ends :Continuous until filled

Annual Salary Range: \$59,903.86 - \$70,079.04

Hours: Full Time Employee

Location: 2790 Westfield Rd., Trenton, MI 48183

Category: Library

[Apply Now!](#)

Position Summary

The Trenton Veterans Memorial Library is a Class VI library system serving approximately 72,000 residents of the City of Trenton, City of Woodhaven, Charter Township of Brownstown, and Grosse Ile Township. The Library Director plans and directs the overall operations and management of the library; practices and encourages collaboration and team development in working with staff, elected leaders, and works in partnership with civic groups, organizations, and agencies.

Position Description

Duties

- Creates a shared vision of innovative library services through an understanding of the principles of librarianship, library technology applications and collaboration with staff members.
- Demonstrates knowledge of the philosophy and techniques of library service, public services, technical services, technology applications and trends.
- Demonstrates administrative and supervisory ability to coordinate operations and services, direct workflow, and develop procedures, policies, services and programs.
- Establishes and maintains effective working relationships with staff members, the Library Board, government officials, the general public and peers in the field.
- Establishes standards of excellence for all operations and implements strategies for improvement.
- Prepares and presents an annual budget, reflective of the Library's mission, goals and objectives, for Board approval.
- Ensures that all fiscal accounts are in good order, following generally accepted accounting principles for governmental operations. Ensures appropriate internal controls are followed, monitors payroll and changes in fixed assets.
- Demonstrates strong professional ethics, keeps informed through professional literature, participates in professional associations and their activities, engages and cooperates with community government officials, community associations and the general public.
- Supervises the facilities, properties, and personnel of the Library.
- Develops short and long range plans for library services, programs, and facilities.
- Works with outside groups as Library liaison, assures that positive media exposure, including social media, reflects the Library's role in the community and speaks on the Library's behalf.
- Demonstrates leadership within the organization; taking initiative, solving problems, effecting change through the actions of others and encouraging the professional development of staff members through a positive work environment.
- Exercises professional responsibility by maintaining membership in state and local organizations, attending conferences and workshops, reading professional literature and keeping abreast of legislation, best practices, issues, trends, and research in the profession, encourages staff members to do the same.

Trenton Veterans Memorial Library

Physical Activity Requirements

Degree of physical demands, i.e. strength, is associated with essential functions of the job:

- Light work: exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and or a negligible amount of force constantly to move objects.
- Physical demand requirements are in excess of those for sedentary work. Light Work usually requires walking or standing to a significant degree. The type of physical demands usually associated with the essential functions of this classification are: stooping, kneeling, crouching, reaching overhead and horizontally, handling, fingering, feeling, talking, hearing and seeing.

Equipment commonly associated with this job: Computer equipment and peripherals, VOIP phone system, scanners, printers, microform reader printer, and other standard office machinery.

Qualifications

- ALA accredited Master of Library/ Information Science Degree
- Level 1 Michigan Librarian's Permanent Professional Certification
- Minimum of five years of progressively responsible library experience
- Thorough knowledge of modern public library service, techniques, and principles, including appropriate application of technology
- Excellent financial management abilities/Experience with budgets and staff supervision
- Strong written and verbal communication skills
- The ability to interact effectively with multiple constituencies and serve as the library's representative within the communities in the library's service area
- Valid Michigan driver's license

Competencies

The Library Director should be familiar with Microsoft Office Suite (Word, Excel, Outlook). He/She should also be familiar with other library software applications as you would expect to see within a public library system. These programs include, but are not limited to: SIRSI, CARL, MelCat, Sky River, Millennium, Enterprise, or another program similar in nature.

Timeline

Library Director Applications will continue to be accepted until the position is filled.

Pre-Employment Requirements

The applicant may be subject to a pre-employment drug screen and physical exam.

Benefits

The City of Trenton offers a comprehensive benefit package with this position.

Trenton Veterans Memorial Library

Contact

All applicants should submit a letter of interest along with their resume and any supporting documents through the online application or to the e-mail below.

Please contact the City of Trenton Human Resources Office for any questions regarding the above vacancy at (734) 675-8585 or by e-mailing jlaub@trenton-mi.com. Use link below for application:

<https://accessmygov.com/HrPositions/Details?uid=686&SalaryRange=-&Title=False&MunicipalityFilters=686%3a%3aCity+of+Trenton&HideAppliedTo=False&RecordKey=607>