Library Director - Commerce Township Community Library (Commerce Twp., MI)

The Board of Trustees of the Charter Township of Commerce, Michigan are seeking a Library Director who is ready to lead their library team in continuing its excellence in service and to build and foster new community partnerships for continuing success.

The Commerce Township Community Library is a Class V library. It is a department of the Township and serves over 40,000 citizens of Commerce Township, MI, including the Village of Wolverine Lake. In January 2017, the library opened its beautiful, new 35,000-square-foot building in the north end of the Township’s Dodge Park – at the famous corner of “Commerce and Commerce, in Commerce.” The library is part of The Library Network consortium and operates under its shared automation system, CARL.

Responsibilities: Under the general direction of the seven-member elected Commerce Township Board of Trustees and the appointed Library Advisory Board, the Director is responsible for all library operations and overall administration and management of the library and its services. Specific areas of responsibility include board relations; planning, organization and evaluation of library services; general administration and financial management including development and fundraising; internal and external communications; and professional and staff development. See the full position description for complete details and illustrative duties and functions.

Qualifications: Minimum qualifications include a Master’s Degree in Library Science from an ALA-accredited program; a minimum of four years of progressively more responsible library experience including supervisory and budget development experience; and the ability to obtain and retain a Librarian’s Professional Certificate (Level 1) from the Library of Michigan as required by state law for a Class 5 library. The successful candidate will exhibit visionary leadership; creativity; excellent listening skills responsive to the needs and concerns of staff, patrons and the community; financial and political acumen; the ability to build productive partnerships; the ability to foster a team environment; excellent interpersonal skills; and a desire to achieve operational excellence. Successful experience as a library director reporting to a governing board and experience with a successful millage campaign are highly desirable.

Compensation: The starting salary range is $65,000 – $75,000 (depending on qualifications) and an excellent benefits package.

To apply for this position, send cover letter, resume, and completed Commerce Township Employment Application to Janet Bushey, Director of Finance/HR

Email: jbushey@commercetwp.com
Mail: 2009 Township Drive, Commerce Township, MI 48390
Library Director
Charter Township of Commerce

Job Summary
As head of the library, the Director is responsible for the administration of a Class V public library, implementing the policies of the Township Board of Trustees. The Director administers and supervises library services and staff. The Director is responsible for the facilities, properties, financial management, and personnel of the library, under the governance and oversight of the Township Board of Trustees. The Director demonstrates a vision for the library’s future. The Director is an at-will employee.

Essential Duties Responsibilities

- Demonstrate knowledge of the philosophy and techniques of library service, public service, technical service, technology applications and trends.
- Visionary regarding library trends, the impact of changing information technology and the amount of acceptable risk the Township Board of Trustees is willing to take in implementing new ideas.
- Develop long range plans for library services and facilities.
- Demonstrate administrative and supervisory ability to coordinate operations and services, direct workflow, and develop procedures, policies and services.
- Establish and maintain an effective working relationship with library staff, the Library Advisory Board, Township Board of Trustees and other governmental officials, Friends of the Library, the general public and peers in library filed.
- Identify the standards of excellence for all operations.
- Demonstrate leadership within the organization: taking initiative, solving problems, effecting change through the action of others, and encouraging the development of other staff through a positive work environment.
- Prepare and present the annual budget, reflective of the library’s goals and objectives for the approval of the Board of Trustees.
- Ensure that all fiscal accounts are in good order, following general accepted accounting principles for governmental operations. Assure appropriate internal controls are followed; authorizes all payables for the township Board of Trustee’s review, monitors payroll and changes in fixed assets; and works with the auditor to verify compliance with state and federal laws and Township Board of Trustee policy.
- Responsible for management, supervision and professional development of library staff.
- Conducts performance evaluations of staff consistent with the township personnel polity.
- Model professionalism through ethics and consistent exploration of current library trends and scholarly literature, and involvement in professional organizations.
• Supervise the facilities and properties of the library.
• Serve as the chief public relations officer of the library: works with outside groups as library liaison; and seeks to assure that positive press exposure reflects the library’s role in the community.
• Identify new revenue sources including grants, bequests and other gifts.
• Work a variety of hours to provide effective leadership.
• Attend Township Board of Trustee and Library Advisory Board meetings.
• Insure programming is sufficient to meet the needs of the community.

Minimum Qualifications
• Master’s Degree in Library and Information Science from a school accredited by the American Library Association.
• Permanent Professional Certification as a librarian from the Library of Michigan.
• Four (4) years of progressively responsible library experience. Must have strong financial background.
• Excellent communication and social skills.
• Ability to train non-professional staff in the basic principles, concepts and methodology necessary to carry out basic assignments, operations and/or procedures.

Physical Activity Requirements
(Degree of physical demands (strength) usually associated with the 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.

Computer Skills
Must possess computer skills (including but not limited to: Microsoft Windows, Microsoft Word, Microsoft Excel and Microsoft Outlook, Windows Internet Explorer). Ability to learn and manage applicable in-house software programs.

Revised June 7, 2010