

The Board of Trustees of the Hesperia Community Library (population 5,933) seeks an enthusiastic, resourceful and community focused individual to serve as their Library Director. The Hesperia Community Library serves 4 townships in rural Oceana and Newaygo Counties, 30 miles northeast of Muskegon and approximately 50 miles northwest of Grand Rapids. The library is a pristine 11,900 square foot building that is the crown jewel of this welcoming and picturesque community.

This is a 30 hour per week position. Hesperia Community Library is a Class II library and a member of the Lakeland Library Cooperative.

### **Summary of responsibilities:**

The Library Director is responsible for all library operations: creating, establishing and implementing plans, programs, and policies adopted by the Board of Trustees in the areas of financial management, program and collection development, staff development and supervision, and facility maintenance and community outreach.

### **Summary of qualifications:**

A Bachelor's Degree and a minimum of 4 years work experience in a public library with at least 2 years of management experience. A required certificate for a Michigan Class II library. A Master's Degree in Library Sciences from an AAL accredited institution or another advanced degree is preferred but not required.

### **Essential responsibilities and qualifications:**

- A willingness to understand, support and meet the needs and interests of the community.
- Ability to plan, analyze, evaluate, supervise, and direct library needs and services. Ability to exercise independent judgment and make decisions.
- Excellent interpersonal, oral and written communication skills necessary to establish and maintain effective working relationships with the library board and staff, the general public, community and business leaders and school administrators and faculty.
- Extensive knowledge of library budgeting, district library law and library practices and policies.
- Strong communication skills in promoting library services and the value of the library including the use of social media and grant opportunities.
- Ability to understand and utilize established and new technology including software, hardware and library and business applications and tools.
- Experience in materials selection and collection management and thorough knowledge of print, electronic, audiovisual and information technologies and resources.
- Required certification for Class II library. Master's degree in Library Science from an ALA accredited institution, preferred but not required.

- Knowledge of Lakeland Library Cooperative, Library of Michigan and Michigan Library Association.
- Willingness to attend workshops and take advantage of professional development opportunities.
- Must be bondable.

Individuals interested in this position should send a detailed cover letter and resume and a list of three professional references with appropriate contact information by the close of business on April 30, 2019.

Complete job description is posted at: [HesperiaLibrary.org/information/information/html](http://HesperiaLibrary.org/information/information/html)

Letters should be sent to:

Mary Jo Uhen, President

Hesperia Community Library

80 S. Division Street

Hesperia, MI 49421