

JOB POSTING
CITY OF MADISON HEIGHTS

LIBRARY DIRECTOR

Have you seen all of the recent improvements to the Madison Heights Library?

Murals – Playscapes – Outdoor Patios - Renovations!!!

And now, our current Library Director is retiring after more than 35 years of dedicated service. The City of Madison Heights is seeking a capable, innovative and driven Librarian to keep the momentum going and help guide our Class 5 Library to the next level as our Library Director!

Madison Heights, population 29,694, is ideally located in Southeast Oakland County, and our Public Library provides its diverse population with targeted programming for youth, young adult, adult and outreach services.

The Library Director is responsible for all aspects of operation, including budgeting and planning, as well as scheduling and staffing for four full time employees (including the Director) and over a dozen part-time positions.

Must be able to perform the essential functions of the job as listed in the Job Description (available at www.madison-heights.org/jobs), and to perform related work as required.

REQUIREMENTS:

- Master's Degree in Library Science from an ALA-accredited library science program required.
- Minimum Five years of supervisory experience in library work at a professional level with increasing levels of responsibility.
- Professional certification from the Library of Michigan required.

SALARY: \$83,519 - \$92,546 plus competitive benefits

APPLY AT WWW.MADISON-HEIGHTS.ORG/JOBS

UPLOAD RESUME AND COLLEGE TRANSCRIPTS SHOWING MLS DEGREE

Deadline for applications and supporting materials 4:30 pm Friday, January 14, 2022

Form I-9 must be completed at time of hire.

EOE

JOB DESCRIPTION

CITY OF MADISON HEIGHTS

**LIBRARY DIRECTOR
LIBRARY
(UNION POSITION)**

GENERAL STATEMENT OF DUTIES:

To perform the professional and administrative work involved in the management of a municipal public library system; to plan, direct and coordinate the work and activities of all employees of the public library; to develop efficient and up-to-date library facilities to best serve the educational, recreational, and cultural needs of the community; and to perform related work as required.

SUPERVISION RECEIVED:

Work is performed under the general supervision of the Deputy City Manager or designee; however an employee in this Department Head level position is expected to work independently without constant supervision.

SUPERVISION EXERCISED:

Supervision is exercised over all Library staff or any other designated employees.

TYPICAL EXAMPLES OF WORK:

An employee in this class may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employee may be expected to perform.) Other duties may be assigned as necessary. Employee holding this position is expected to maintain and update knowledge in job-related skills, office procedures, computers, and office equipment.

- Plan, organize, and administer programs and procedures governing library services in accordance with professional standards, accepted practices, and city policies.
- Using knowledge of current professional library administration best practices and trends, recommend and implement new and necessary library materials and equipment as required to maintain an up-to-date system for library patrons of all ages.
- Keep informed of computerization and information trends in Library Science.
- Prepare and submit departmental budgets, reports, goals and objectives, and performance measures.
- Prepare staff schedules, make work assignments, and supervise employees in circulation (with the assistance of the Library Technician), adult services, youth services, and other library services.
- Recruit, train, supervise and review work of library personnel.
- In conjunction with the Human Resources Department, administer labor contracts and grievances, and coordinate hiring and discipline.
- Prepare an updated staff manual of library procedures.
- Conduct staff meetings and conferences.
- Maintain employee discipline and morale.
- Confer with the public, library patrons, and employees on community and patron needs and resources.
- Address community groups; prepare articles, correspondence, and publicity on library services and resources.
- Represent the City in dealing with legislative matters, senior citizens programs, and for individuals with disabilities.
- Attend seminars, conferences, and other professional meetings as required.
- Supervise the maintenance of library buildings, grounds, and all facilities.

JOB DESCRIPTION (CONTINUED)

CITY OF MADISON HEIGHTS

**LIBRARY DIRECTOR
LIBRARY
(UNION POSITION)**

TYPICAL EXAMPLES OF WORK (continued):

- Act as staff liaison with the Historical Commission, and in that capacity help coordinate the operation of the City's Heritage Rooms
- Act as staff liaison with the Library Advisory Board.
- Coordinate library services within the city and with other library agencies and operations.
- Conduct speeches at public meetings as required.
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- Establish and maintain effective working relations, and work pleasantly and effectively with elected officials, department heads, supervisors, employees, union officials, other governmental agencies and the general public even during stressful situations.
- Perform related work as required.

REQUIRED EDUCATION AND EXPERIENCE:

- Graduation from a recognized college or university with a Master's Degree in Library Science.
- Minimum five years of administrative experience in a library preferably in a municipal setting.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee primarily works in an office setting. Onsite visits and/or meetings where varying conditions exist may be necessary

The employee must be able to remain in a stationary position for much of the workday. The employee frequently operates a computer and other office productivity machinery such as a telephone, calculator, copy machine and printer. The person in this position frequently moves about inside the office to access file cabinets, office machinery etc. May occasionally move file boxes weighing more than 25 pounds. The person in this position constantly communicates with Councilmembers, staff and general public. Must be able to communicate clearly and professionally in all situations.