



Saline District Library
Position Opening

Title: Library Director

Salary/Compensation: \$84,400-\$104,600 (depending on qualifications); vacation, sick, and holiday time; medical, dental, vision; life insurance; short-term and long-term disability; MERS 401(a) defined contribution plan with employer match; optional MERS deferred compensation; employer provided FSA

Status: Full time, 40 hours per week

Reports to: Saline District Library (SDL) Board of Trustees

Essential Duties and Responsibilities

- Provide adaptable, forward-thinking leadership to the Library Team and Board
- Responsible for managing all aspects of library operations, including budget development and presentation to SDL Board of Trustees
- Develop and implement Library programs, policies, and staffing plans that support the SDL strategic plan to broaden community outreach, creatively use Library spaces to engage the public, and advance diversity, equity, and inclusion initiatives
- Implement the goals and objectives of SDL's new strategic plan
- Develop programs and services to meet the needs of the community, continuously evaluating program effectiveness and community engagement
- Hire, train, and supervise the work of professional library staff and clerical assistants
- Establish effective working relationships and use appropriate judgment, initiative, and resourcefulness when interacting with employees, Library Board members, professional contacts, other administrators
- Employ effective interpersonal, communication, and leadership skills to engage staff in Library program planning and development and encourage staff professional development
- Establish and maintain effective, positive working relationships with other governmental agencies, civic and community groups, and the general public
- Maintain records and prepare comprehensive reports on Library operations, including programs offered, collection changes, funding options, and other related issues
- Allocate and deploy appropriate resources to maintain a safe, clean and welcoming Library facility
- Work effectively with the Friends of the Saline District Library

Required Qualifications:

- A graduate degree in Library/Information Science from a graduate program accredited by the American Library Association
- A minimum of five (5) years of public library experience post-degree, of which at least four (4) years have been in a supervisory or administrative capacity
- Possession of or the ability to obtain upon hire a Michigan Level I Professional Library Certification

- Comprehensive knowledge of the principles and practices of library science and administration
- Demonstrated ability to administer and manage library services
- Demonstrated record of sound fiscal management and budgetary planning
- Ability to motivate and inspire library staff – emphasizing diversity, team building, and collaboration
- Significant knowledge of current and emerging trends and best practices in public libraries
- Significant knowledge of the application and use of technology in libraries
- Significant knowledge of the basic principles of building maintenance
- Significant knowledge of marketing, fundraising, grants administration, and contract negotiation
- Demonstrated strong verbal and written communication skills

To Apply: Submit a completed Saline District Library employment application, available at [Employment Opportunities – Saline District Library \(salinelibrary.org\)](http://salinelibrary.org), along with a cover letter, resume and three references to directorsearch@salinelibrary.org.

Applications must be received by Friday, January 28, 2022

Additional Information:

[Library Director Job Description](#)

[SDL Strategic Plan](#)

**Saline District Library is an Equal Opportunity Employer
with a commitment to diversity, equity and inclusion.**

About the Saline District Library:

The Saline District Library is a Class 5 district library, serving approximately 26,000 residents of the Saline Area Schools District, comprised of the City of Saline, Saline Township, and portions of Bridgewater, Freedom, Lodi, Pittsfield, and York Townships. The Library is governed by a seven-member board, with four trustees appointed by the City of Saline and three appointed by Saline Area Schools.

The Library is well funded, with a millage in perpetuity and another supplemental millage that expires in 2026. The annual operating budget is just under \$2.5 million. There are 10 full-time staff members and 32 part-time staff members.

A 33,000 square foot building set on 14 wooded acres in the heart of Saline, SDL received one of the community's first SalineBeGreen awards from the Saline Environmental Commission in 2016. This award was in recognition of a variety of environmental efforts, including installing a solar array, maintaining a rain garden, and hosting educational events on environmentally conscious topics.

The Library has an active Friends groups, which runs the Corner Book Shop. The Saline district is an active community with a thriving downtown area and excellent schools.