

# OXFORD PUBLIC LIBRARY

530 Pontiac Street · P.O. Box 538 · Oxford, Michigan · 48371 · (248) 628-3034

## EMPLOYMENT OPPORTUNITY

### Administration

*Bryan J. Cloutier*  
Library Director

*Mary Ann Dorda*  
Administrative Assistant

### Management Team

#### Adult Services

*Laura Fromwiller*  
Department Head

#### Youth Services

*Kim Burean*  
Department Head

#### Teen Services

*Rachael Quinn*  
Department Head

#### Support Services

*Jackie Seimer*  
Department Head

#### Outreach Services

*Jennifer Errard*  
Program Facilitator

#### Facilities Maintenance

*Terry Brewer*  
Building Superintendent

### Executive Board

*Kathy Hoeflein*  
President

*Tony Rizzo*  
Vice-President

*Lynn Royster*  
Treasurer

*Julie Fracker*  
Secretary

*DuAnne Cook*  
Trustee

*Barbara Kriigel*  
Trustee

### Position

Adult Services Department Head (*This is a management-level position*)

### Education & Experience

**Required:** Master's Degree in Library and Information Science from an ALA accredited college or university. Five years progressively more responsible professional library experience in a service-oriented setting, with at least 3 years at a supervisory capacity. Proven successful knowledge of library practices, including experience with collection development, departmental scheduling, and tracking departmental budgets.

**Preferred:** Proven knowledge of library automation software, B & T Title Source, online event scheduling software, online newsletters, public pc management software and an archival certification is advantageous, but not required.

### Nature of the Work

The Oxford Public Library seeks an energetic, creative and public service-oriented professional to lead its Adult Services Department. Under the direction of the Library Director, the Head of Adult Services is responsible for all aspects of administration and management of the department's staff, oversees planning and implementation of a wide variety of library programs, including budgeting and long-range planning, collection development, marketing, social media and compilation of department statistical data.

### About the Library

The Oxford Public Library serves a charming, historical community of 20,000 + residents in northern Oakland County. The library facility itself is approximately 24,000 sq ft and houses a collection-size consistently around 82,000. Pre-pandemic the library circulated over 234,000 items annually. 2021 circulation estimates are expected to meet or exceed the 200,000 mark. On average, the Library hosts 640 community-based programs annually that are attended by nearly 37,000 participants. In November of 2021, Oxford taxpayers will be voting on a major capital bond campaign to expand its Youth and Adult Services Departments, and to renovate its existing facility. If successful, the Library is expected to break ground on this project sometime in mid-2022.

### Salary

Salaried/Overtime Exemption, Minimum 40 hours per week.  
Salary Range: \$45,000 to \$65,000 annually, DOQ.  
An outstanding benefit package included.

### Application Deadline

Submissions received on or before Friday, October 8, 2021 will be given first consideration.

### Application Process

Send a current resume, cover letter and three professional references to:

Oxford Public Library  
Attn: Bryan J. Cloutier, Library Director & CEO

Via email to: [bcloutier@miopl.org](mailto:bcloutier@miopl.org)

Posting Date: 09/29/2021