

White Cloud Library Director
Position Announcement

The Board of Trustees of the White Cloud Community Library (population 8,533), serving the area of the White Cloud School District, consisting of 8 Townships and City of White Cloud, located in central and northern Newaygo County, seeks an enthusiastic, resourceful and community focused individual to serve as their Library Director. The current building is 5,847 sq. ft, and is an integral part of the community. White Cloud Community Library is a Class 3 Michigan Public Library (population served: 7,000-11,999) and an active member of the Lakeland Library Cooperative.

SUMMARY OF RESPONSIBILITIES: The library director holds full responsibility for administration of the library within the framework of the library's plan, board policies, the budget and applicable laws. Attends and reports at each board meeting, keeps the board informed of library operations and concerns; and serves as ex-officio, non-voting member of library committees as needed. Researches, write and implements grants in cooperation with library staff. Experience in materials selection and collection management for print, digital and other materials. Excellent interpersonal, oral and written communication skills necessary to establish and maintain positive working relationships with the board, staff, community and other leaders and stakeholders.

- **LEADERSHIP:** Exhibits the highest level of leadership, prepares and administers policies as needed, interprets policies to staff and maintains and updates policy manual periodically. Orients new Library board members; keeps informed of developments in the library field; provides opportunity for board and staff to attend educational seminars and represents the library at cooperative and other state and regional meetings.
- **FINANCE AND TECHNOLOGY:** Develops budget annually for presentation to board and approves expenditures as authorized. Supervises financial records and arranges for annual audit. Controls costs and meets budget objectives by reviewing operations and prudent use of resources. Prepares and presents monthly financial and statistical reports, including annual report and any special reports as needed. Negotiates all agreements and contracts and oversees maintenance and improvement of library facilities. Ability to understand and utilize established and new technology, including software, hardware, library and business applications, tools and devices.
- **PERSONNEL:** Provides appropriate job descriptions for all staff and maintains personnel files; has authority to employ, direct, evaluate and terminate employees as needed; recommends changes in work conditions, fringe benefits and salary scale when appropriate; capitalizes on skills of all staff members.

SALARY AND BENEFITS: This is a 38 hr. per week position, salary range is \$45,000.to \$47,725. Benefits: Disability & Life Insurance, pension, paid sick leave, vacation, personal days, holidays, deferred compensation and disability.

REQUIREMENTS: Three to five years professional experience in public libraries, some of which must be at a managerial level and either a Library of Michigan Level 2 Library Staff Certification which includes a master's degree or its equivalent from a library school accredited by the American Library Association or Level 3 Library Staff Certification which includes a bachelor's degree from an accredited college or university and the completion (after being hired) of the Beginning Library Workshop offered by the Library of Michigan.

DEADLINE: Deadline for applications is September 11, 2020. A detailed cover letter and a list of 3 references must be included with your resume. Mail applications to Pat Ebenstein, PO Box 233, White Cloud, MI 49349 or email to: judymaie@gmail.com.