

## **Library Director - Gladwin County District Library**

Close to the geographical center of Michigan's Lower Peninsula, Gladwin County welcomes outdoor enthusiasts, fishermen, hunters, trail riders, boaters, and vacationers to join with its year 'round residents to enjoy the many natural and man-made benefits of our little paradise. Many businesses, from international to local, offer broad opportunities for all residents. Our communities boast excellent health-care options and great access to the most modern facilities available. Area school systems provide excellent educational opportunities for our children, with convenient access to colleges and advanced training within easy driving distance. Recreational facilities of every nature are available throughout the area. As a matter of fact, the two branches of the Gladwin County District Library are located in active community buildings that provide some of those facilities.

Due to the unexpected death of the former Director, this millage-supported District Library is seeking a new Director to continue its active growth trajectory in the communities of Gladwin and Beaverton.

### **Library Points of Pride:**

- Excellent Genealogy and Local History Library staffed by experienced and dedicated volunteers.
- Rapidly growing collection of primary local source materials.
- "Booked for Lunch" program.
- Well-attended book clubs.
- Popular story hours and other youth activities.
- Craft Nights and an array of adult activities.
- Free WiFi with high speed fiber uplinks at both buildings.
- Sweet Bee Café – the coffee shop in the Beaverton branch.
- Very active Friends of the Library organization.
- Fitness centers associated with both locations.
- Close association with local historical and genealogical societies.
- Excellent, modern facilities recently updated in both locations.
- A broad, deep base of support for our funding, facilities and programming.

### **Qualifications:**

- Master of Library Science Degree from an ALA accredited institution.
- 3 Years of professional library employment after graduation.
- 2 years of increasingly responsible supervisory experience.
- Financial management competence.
- Strong historical and genealogical research skills and experience.

- Commitment to public libraries and the role they play in their communities.
- Firm understanding of changing public expectations of libraries.
- Three (3) professional references.

**Requirements:**

- Ability to work independently.
- Excellent oral and written communication skills.
- Strong leadership skills.
- Effective staff management, training and motivation.
- Proven ability and willingness to delegate both responsibility and authority.
- Commitment and skill at integrating technology into library operations and service.
- Ability to find, aggregate and archive local content and make it broadly available.
- Ability to engage and work with the Board, staff, patrons and the public.
- Constantly aware of changing public uses of traditional and online library resources.
- Successful Grant writing experience.
- Experience running successful millage campaigns.
- Skill at budget preparation and fundraising.

**Duties:**

- Monitor purchase requests and expenditures.
- Administer gifts, as well as local, state, and federal revenues.
- Formulate and recommend policies and procedures to the board for approval.
- Implement board-adopted policies and procedures.
- Attend board meetings, submit timely reports and keep the board informed.
- Advocate for the library by serving as official representative to other governmental units and community, civic, and social organizations.
- Work with staff to encourage a broad range of activities within the libraries.
- Collaborate with Beaverton Activity Center and Gladwin Community Arena boards.
- Maintain active involvement in Valley Library Consortium, White Pine Library Cooperative, Michigan Electronic Library, and other organizations that promote efficient sharing of library resources.
- Administer maintenance of facilities and equipment, seek continued development, and plans for improvement and utilization of facilities.
- Promote staff morale through communication, staff meetings, in-service programs, and staff training.
- Prepare and submit all reports, postings and other documents required by law or contract in a timely manner.

- Provide for regular, timely website updates through IT person, and encourage staff sharing of library activities and events on social media.
- Oversee grant proposals and submissions.
- Monitor, oversee and evaluate cost and adequacy of insurance services and provide recommendations to Board.
- May require evening and occasional weekend hours as necessary.

**Other Information:**

Salary \$50,000-\$60,000, plus fringe benefits

Applications will be accepted until position is filled. Those received by June 11, 2018, will receive first consideration.

**Equal Opportunity Employer:**

Gladwin County District Library does not discriminate in its employment on the basis of race, color, religion, national origin, citizenship, sex, age height, weight, marital status, veteran status or disability. We provide reasonable accommodation for qualified individuals with a disability if requested.

**Application:**

Qualified applicants may apply by submitting a resume, cover letter and three professional references to:

John Rhode  
Gladwin County District Library  
402 James Robertson Drive  
Gladwin, MI 48624

**Additional information:**

Questions may be directed to: [director@gladwinlibrary.org](mailto:director@gladwinlibrary.org)

Find us at [www.gcdl.org](http://www.gcdl.org)

Find out more about our community at: [www.gladwincounty-chamber.org](http://www.gladwincounty-chamber.org)