

## Position: Library Director

The Harper Woods Public Library is a PA164 library serving the residents of Harper Woods, a diverse community of 15,492 residents in northeast Wayne County. It has an annual budget of approximately \$550,000. The director reports to a five-person library board of directors.

**DUTIES:** Under the direction of the library board, the director will have the following responsibilities:

- Recommend, draft, and implement policy
- Turn in employee hours and bills to the city's Finance Department
- Manage, hire, and mentor library personnel and direct their training
- Write grants and develop fundraising activities
- Direct the maintenance and repair of the library facilities and grounds
- Serve as library liaison in the community
- Serve on library committees for local or state organizations
- Prepare for millage renewals

**QUALIFICATIONS:** The candidate should possess excellent management, public relations, budgeting, facility management, and communication skills and believe that the patrons and the staff are the most important assets to the Library.

- ALA-accredited Master's degree in Library Science
- Three years of professional library experience demonstrating abilities in management, budgeting, planning, and supervision
- Permanent Professional Certificate from the Library of Michigan as required for a Class IV library, or the ability to obtain this certificate within six months of hire date
- Ability to effectively use automated library systems, computers, and other library technologies.
- Effective interpersonal skills consisting of creative and diplomatic management abilities.

**COMPENSATION:** Salary offered is \$60,000. The Library has a generous benefits package, including:

- Municipal Employees' Retirement System
- Medical Insurance
- Paid Vacation, personal days
- Sick Leave
- Longevity

**DEADLINE:** Open until filled, however applications received by September 27, 2024 will be given first priority.

SEND Completed application, resume, cover letter, and professional references to the attention of Leslie Frank, City Clerk, 19617 Harper Ave., Harper Woods, MI 48225 or send to: [lfrank@harperwoods.net](mailto:lfrank@harperwoods.net). Please note Library Director in the subject line.

The application can be found at the city's website at <https://harperwoodscity.org/employment-opportunities>. The City of Harper Woods is an Equal Opportunity Employer.