

Director Search: Bad Axe Area District Library

The Bad Axe Area District Library Board of Trustees is accepting resumes for the position of Library Director.

The Bad Axe Area District Library is a Class II library located in Huron County at the tip of the Thumb with a service area of 6,621. The district was formed in 2006 by the City of Bad Axe and the Bad Axe Public Schools. It is supported by a perpetual millage and has a budget of approximately \$245,000. The Library is a member of the White Pine Library Cooperative. Bad Axe has a population of 3,000 and is located 15 miles from Lake Huron.

Job Description

The Library Director is responsible for the day-to-day operation and management of the library in accordance with Library policies and guidance from the Board of Trustees. The Director works cooperatively with the Board, serving as its advisor and actively participating in policy development, budget management, strategic planning and evaluation. The Director is responsible for the facilities, financial management and personnel of the Library. The Director provides a leadership role within the Library and the community. The position is at-will and directly accountable to the Board.

Job Qualifications

- Ability to qualify for a Michigan Professional Librarian Certificate
- A four-year degree in a relevant field (communication, English, history or education)
- A master's degree in Library Information Science is preferred
- Prior management and supervisory experience
- Ability to train, mentor, supervise and evaluate staff
- Experience planning and implementing library programs for all ages and abilities
- Strong working knowledge of computers and library technology and trends
- Experience with budgeting and fiscal management and reporting
- Ability to communicate clearly and concisely in oral and written form
- Ability to exercise initiative and independent judgment
- Management and leadership skills to establish and maintain effective working relationships with library, school and community stakeholders
- Ability to attend professional library training and events out of the area
- Ability to maintain a thorough understanding of public library practices and principles

Job Duties

- Prepares annual budgets for board review and approval
- Administers library financial activities within the Board-approved budget
- Maintains financial information in QuickBooks and prepares monthly financial statements for Board review
- Prepares agenda for and attends all Board meetings
- Formulates and recommends policies to the Board
- Implements library procedures and policies
- Orients new trustees and serves as a resource for trustee activities
- Develops procedures and training as necessary to implement library policies
- Hires, evaluates, disciplines and terminates staff
- Prepares and distributes payroll with the assistance of outside bookkeepers
- Prepares annual state aid report
- Maintains the library collection, resources and services in keeping with community needs
- Develops programming for patrons of all ages and abilities
- Directs maintenance of the library building and grounds and recommends future space needs
- Monitors information technology services and contracts
- Establishes and maintains a staff manual of library procedures
- Analyzes data affecting the Library's operation
- Formulates long-term goals and a comprehensive vision for the library in collaboration with the library staff, Board of Trustees and community members
- Maintains involvement in the local community to promote library services and programs

Salary

\$40,000-\$50,000, depending on qualifications and experience. Benefits include medical, dental, vision and retirement plan.

Position Start Date

July 1, 2021 with training during the two weeks prior to start date.

Application Materials

Please submit a cover letter, resume, 1-2 page writing sample, and three professional references to mherrington@badaxelibrary.org. The deadline for applications is Saturday, May 1, 2021