

Grand Rapids Public Library

Job Description

Job Title: Library Director

Location: Administrative Offices – GRPL

Status: Exempt

Wage Range: \$106,927 to \$136,469 per year

Hours: per Employment Contract

Supervisor: Board of Library Commissioners

Job Summary:

Provides the highest level of executive leadership and comprehensive administration to the Grand Rapids Public Library System.

Exercises administrative supervision over all staff that includes the Assistant Director, Coordinators, Department Heads, and others. Has full responsibility for developing a detailed library program and maintaining standards in professional and related activities adequate for the attainment of the objectives of the library system.

Is hired by and receives policy direction from the elected Board of Library Commissioners. Work is formally reviewed by the board on an annual basis in accordance with the board policy manual.

Duties and Responsibilities:

1. Responsible for the efficient overall administration and operation of the library system.
2. Responsible for formulating library plans and procedures; administrative staff development; project direction and oversight; development and implementation of a Strategic Action Plan; and addressing and resolving human resources and labor relations issues.
3. Responsible for all functions of the library system including: public and support services, facilities maintenance, purchasing, human resources, information systems, finance, and public relations.
4. Responsible for all budget and financial activities and implementation of the library.
5. Responsible for resolving a wide range of routine and non-routine issues and difficult situations.
6. Responsible for effective professional relationships with local government and legislative bodies, the Board of Library Commissioners, library staff and management, professional and institutional organizations, organized labor, state and national library organizations, educational institutions at all levels, and the community at large.
7. Responsible for determining appropriate staffing levels, work performance standards, staff development, contents of the workday, quality and quantity of services to be offered to the public, and the means and methods of offering those services.
8. Responsible for compliance with all pertinent federal, state, and local laws, regulations, and ordinances as well as all library policies and procedures.
9. Must stay current with new trends and innovations, management, library administration, and library services.
10. Performs other related duties as assigned.

Knowledge, Skills, and Abilities:

1. Knowledge of professional public library operations.
2. Knowledge of current trends and developments in the fields of executive leadership, management, public administration, grants, and foundations.
3. Knowledge of finance and accounting, including bond financing methods, public and private funding sources and complex budget development, administration, and millage and/or election experience.
4. Knowledge of complex project planning methods and techniques.
5. Ability to exercise initiative, appropriate discretion and good judgment, and make sound, courageous decisions.
6. Ability to foster a productive, cooperative working environment.
7. Ability to establish and maintain effective and productive professional relationships with a wide variety of public and private parties.
8. Ability to direct, manage, and perform multiple tasks and projects concurrently.
9. Ability to perform under intense political and workload pressure and financial constraints.
10. Ability to communicate clearly and correctly both orally and in writing.
11. Ability to work with diverse populations and fulfill community leadership roles.

Essential Functions:

Essential functions may require maintaining a physical condition necessary for minimal dexterity in the use of fingers, limbs, or body in the operation of office equipment and sitting for extended periods of time. Requires ability to talk and hear by expressing or exchanging ideas by means of spoken words and perceiving nature of sounds by ear. Must be able to communicate via multiple electronic/digital devices.

Education:

Master's Degree in Library Science from a college or university accredited by the American Library Association and ten years of executive experience in institutional library leadership, four of which must include experience in a library setting or other responsible administrative position is preferred; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

Possess or be eligible for Librarian's Permanent Professional Certificate issued by the Library of Michigan.

This is not intended to be a contract or and all inclusive list of duties. Employees may be required to perform other duties necessary to meet the on-going needs of the Grand Rapids Public Library.