



Library Director

The Director has overall responsibility for the planning, development, implementation and evaluation of all Library operations and works successfully with staff, Board, governmental officials and community stakeholders. Primary responsibilities include, but are not limited to, implementing Board policies and program decisions; developing the annual budgets tied to Library goals; implementing and evaluating the strategic plan; hiring, developing and retaining Library personnel; developing and implementing long-range capital improvements plans; and advocating for the Library in the local, state and national community.

Duties & Responsibilities

Board of Trustees

Organizes and attends all meetings of the Board of Trustees and its committees, provides needed administrative services, recommends policies and implements decisions; performs other related work as required by the Board.

General Administration

Plans, organizes and oversees balanced structure of library services; evaluates the effectiveness of services, collections and programming; provides for critical review of internal operations; analyzes data affecting operations.

Strategic Planning

Leads the Library's strategic planning process including involvement with staff and Board of Trustee approval; identifies key performance indicators and targets, aligns reporting systems, communication, implementation strategies and processes for review and evaluation.

Financial Management

Develops annual budgets and monitors expenditures to align with goals, objectives, and operational strategies; provides regular financial reports.

Facilities Development and Management

Develops and implements long range capital improvement plan; approves all major design or construction changes; promotes transparent and up-to date communication with the Board, staff, and the public.

Personnel Management

- Provides direct supervision and evaluation for Department Heads, Human Resources Manager and Marketing & Communications Manager.
- Determines appropriate staffing levels, performance standards, quality and quantity of services to be offered to the public, and the means and methods of offering those services.
- Approves all hires, terminations, and major disciplinary actions and signs off on all HR formal actions.
- Maintains and funds Library's tradition of extensive professional development for staff.



Kalamazoo
Public Library

Library Director

Advocacy/Partnerships/Programs

- Fosters and maintains strong collaborations with publicly elected officials and related service institutions and agencies; responds programmatically to the unique needs of neighborhood communities; exercises leadership in instituting innovative and non-traditional services that respond to the needs of urban patrons.
- Represents library in the community; establishes and maintains working relationships with government agencies, local school districts, civic and community groups, and the general public.

Qualifications

Minimum qualifications include a Master's in Library Science from an ALA-accredited program, the ability to obtain or already hold a Michigan [Librarian's Permanent Certificate](#) (requires four (4) years of full-time employment or an equivalent time period of paid professional library work following the completion of the MLS degree), and five (5) years professional library experience at a management level. Preferred qualifications include sound fiscal management skills; the ability to mentor and inspire a strong, creative staff; knowledge of best practices and trends in library technologies; and proven success in community engagement and partnership development. Prior Library Director experience reporting to a governing Board in a multi-branch environment and experience working with collective bargaining units are also desirable.