



## **Brandon Township Public Library**

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304 South Street  
Ortonville, MI 48462  
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[www.brandonlibrary.org](http://www.brandonlibrary.org)

October 8, 2021

The Board of Trustees of the Brandon Township Public Library is seeking an experienced, energetic, and creative director to continue to build on the work of our retiring Director. The Library is located in Brandon Township, Michigan (pop. 15,175) and services the Township and the Brandon School District.

Brandon Township, on the northern border of Oakland County, encompasses a rural and small-town scene rich in tradition, including the Village of Ortonville, with an active small business community, a vibrant school district, seasonal festivals, a growing farmers market and many outdoor recreation opportunities. The Ortonville State Recreation area attracts hikers, campers, anglers, hunters, and equestrians to its 5,400 acres of lakes and trails. An expanding Township Park is home to soccer and baseball fields, a handicapped accessible winter sledding hill, and a paved 1/3-mile track along a tree library.

Our Class IV library is fortunate to have dedicated funding through a perpetual millage; a professional, industrious staff; a healthy fund balance; and a building that has been recently redecorated and renovated with additional projects in process.

The current staff of 15 has weathered the recent pandemic with poise and continues to develop new in-person and virtual programs, as well as alternative delivery programs, to serve all age groups, including preschoolers, students, teachers, readers, crafters, researchers, and job seekers while keeping the doors open most of the government approved time.

The Library is dedicated to superior customer service to all patrons and to being a critical resource to our community.

Position will remain open until filled. Salary depending on experience. Application should be offered through [indeed.com](https://www.indeed.com). Please include additional pertinent information.

# Brandon Township Public Library

## Job Description/Qualification and Requirements

Position: **Library Director**

**Administrator to the Board of Trustees**

Classification: Full-time, benefits, exempt, serves at pleasure of Board of Trustees

Salary Range: \$58,696-\$76,585

### Job Summary

To plan, organize, direct and manage all day-to-day operations of the Library under the general direction of the Board of Trustees ("Board"). Lead the Library in maintaining its reputation for superior customer service and community contribution.

### Responsibilities and Duties

- Report to a Board composed of members elected every four years by Brandon Township electors
- Meet with the Board at regularly scheduled meetings
- Responsible for Board packets with timely information and reports on the budget, policies, activities, needs, personnel, legislation, and current library trends; make recommendations to Board
- Guide the Board with professional expertise
- Perform tasks as assigned by the Board
- Inform Board of library and trustee related conferences, workshops, webinars, and other training
- Assume the responsibility for the monthly and annual reports of Library services and activities
- Support and implement policies and procedures and recommend changes to Library policies and procedures to Board
- Oversees the supervision, training, scheduling and evaluation of all staff as well as recommending wage/salary levels and benefits
- Determine appropriate staffing levels, work performances and standards
- Provide support and direction to managers in their work with Library staff
- Prepare the annual budget proposal in conjunction with the Board Finance Committee
- Administer the annual budget and all budgetary constraints with the Board
- Maintain communication with CPA for monthly financial report compilation
- Seek additional sources of income for programs and materials
- To establish, with the Board, a long-range vision for the Library in the form of a Strategic Plan and oversee the implementation of the Strategic Plan's goals and objectives
- Oversee planning of and coordination of all Library activities and programs
- Establish and conduct an efficient communication pathway to managers and staff recognizing that others on the staff are professionals or paraprofessionals in the field of librarianship, and respecting their expertise and judgment
- Direct the care and maintenance of the Library materials, building, and equipment
- Oversee the selection and processing of all Library materials and equipment
- Be a highly visible public advocate for the Library and able to present the Library's vision and mission
- Establish mutually beneficial relationship with Township administration, local officials, Friends of the Library, business leaders, and community groups on behalf of the library

- Attend meetings, workshops, seminars, and conferences of organizations appropriate to the library and management fields
- Keep informed of library trends and best practices through professional reading and integrate them into management and culture
- Maintain contacts with other library directors and professional committees
- Encourage Library staff to keep informed of developments in library-related fields
- Keep updated on state and national library laws and actively support state and national library legislation which would improve and extend library service
- Support intellectual freedom and the right to access in the public library

#### Qualifications

- Masters of Library Science degree from an ALA accredited program
- State of Michigan professional Level 2 Certification (New Directors Workshop within 1 year, Advanced Directors Workshop within 2 years)
- A minimum of three years library experience, with at least two years in an administrative or managerial capacity in a library setting
- Budget management experience
- Extensive personnel management experience

#### Knowledge and Abilities

- Sound knowledge of library best practices and current trends including management, policies, budgetary principles, and operational procedures.
- Understanding of Director's role under governing Board.
- Ability to accept a changing environment of patrons' services and fiscal needs; envision a new/changing role of the Library and initiate steps to accomplish.
- Ability to plan, assign and direct the work of subordinates.
- Ability to prioritize work and meet established deadlines.
- Ability to think analytically and to exercise initiative.
- Ability and willingness to present Library's mission, vision, and fiscal needs to all elements of its constituency.
- Ability and desire to keep Library at forefront of technological needs of Library and its patrons.
- Ability to establish and maintain satisfactory working relationships with staff, patrons, community officials, and the general public.
- Knowledge of traditional and alternative sources of Library income.
- Sound knowledge of reference and reader's advisory services.
- Ability to handle personnel conflicts with diplomacy and skill.
- Exceptional verbal and written communication skills.
- Wide knowledge and skill with library technology.
- Ability to project a professional demeanor with behavior and attire.

#### Department Affiliation/Supervisor

Reports to, and acts for, the Board of Trustees.