

## **DIRECTOR SEARCH: ST. IGNACE PUBLIC LIBRARY**

Due to the retirement of our current Director, the Board of Trustees of the St. Ignace Public Library, St. Ignace, Michigan, is seeking a qualified, creative, dynamic and motivated leader as Director. The Board of Trustees has recently established goals and priorities for the library's future and is looking forward to recruiting a Director that is excited about community involvement, is able to manage all areas of library services, and will lead library growth supported by a recently passed millage.

The successful candidate will be a customer-oriented person who enjoys the small-town Upper Peninsula way of life and interacting with the public as a hands-on Director. Strong interpersonal, communication, and technology skills and the ability to represent the library in the community are essential.

## **JOB DESCRIPTION**

The Library Director is responsible for the management and operation of the library and its program of services in accordance with policies established by the Board of Trustees. The Director works in close cooperation with the Board, serving as its advisor and as an active participant in policy and budget development, goal setting, planning and evaluation, and record keeping. The Director is also responsible for the facilities, financial management, and personnel of the library. The Director is expected to provide a leadership role within the library, the community and the profession. The position is directly accountable to the Library Board of Trustees.

## **JOB QUALIFICATIONS**

- Prior library management and supervisory experience required.
- A Bachelor's degree desired.
- Ability to qualify for a level 3 Michigan Professional Librarian Certificate within 2 years.
- Ability to make administrative decisions, develop policies and supervise staff.
- Experience planning and implementing library programs at all levels.
- A strong working knowledge of library technology and trends.
- Demonstrated experience with budget and fiscal management.
- Ability to prepare reports and communicate clearly in written and oral form.
- Ability to exercise initiative and independent judgement
- Ability to motivate and maintain effective working relationship with all library stakeholders.
- A desire to serve the public and provide excellent customer service.
- Ability to lift at least 25 lbs.

- Ability to stand for periods.
- Ability to get up and down from a chair with frequency.
- Ability to perform routine building maintenance functions as required.

## **WORKING CONDITIONS AND COMPENSATION**

- Salary Range: \$34,500.00 – \$42,000.00 commensurate with experience.
- The position can include occasional evening and weekend hours.
- The position is full time with benefits including health insurance, vision, dental and life insurance, vacation and personal days, and a retirement plan.

The St. Ignace Public Library is a purpose-built building completely paid for by the community through donations. It was opened in 2005 and has a unique architectural presence in the community. With its view of the Straits of Mackinac and Mackinac Island, the library provides a pleasing venue for both the staff and patrons. Current staffing includes a full-time Director, a part-time Assistant Director and a part-time clerk. A successful 2016 millage levy for 10 years provides the funding necessary to meet the recent goals established by the Board of Trustees.

The library services a population of approximately 4400 and counts over 2000 regular patrons. There is an active and supportive Friends group and several library volunteers. The library program has strong community support.

St. Ignace, Gateway to the Upper Peninsula, and ferry access to historic Mackinac Island, is a popular tourist destination and as such is a busy community, particularly in the summer. There are events occurring almost each weekend and often during the week. These include Music on the Bayfront, the internationally recognized St. Ignace Auto Show, and the famous Mackinac Bridge Walk on Labor Day weekend. In addition to planned events, there are miles of lake shore, hiking trails, snow mobile trails and a rich history that is recognized and featured in our local museums. A first class marina, SCUBA diving on many Great Lakes wrecks, and excellent fishing are available for those who enjoy water activities. In St. Ignace, almost everyone has an opportunity to participate in some activity and enjoy the sense of community a small town engenders.

## **APPLICATIONS**

Applications will be accepted until February 15. Candidates should forward a cover letter addressing the qualifying requirements, a resume, and three professional references with contact information (e-mail and telephone). Interviews will be conducted as arranged.

**Apply by email** as a Word or pdf attachment to [sschmidt@uproc.lib.mi.us](mailto:sschmidt@uproc.lib.mi.us). For further information, contact [sschmidt@uproc.lib.mi.us](mailto:sschmidt@uproc.lib.mi.us) . Skip Schmidt – Director.

The City of St. Ignace Public Library is an equal opportunity employer.