

Director Job Description

Eau Claire District Library

Position Summary: Under the direction of the Library Board, the Library Director oversees and directs all daily operations. Supervises 1 full-time and 5 part-time employees and oversees the development of the library collection, programs, events, and technology.

Essential Job Functions:

- Oversees the daily operations of the Eau Claire District Library.
- Develop and manage the library budget in collaboration with the library board and bookkeeper.
- Oversee financial transactions, including counting and depositing money, bill payment process, and financial reporting.
- Identify potential funding sources and apply for grants to support library programs and initiatives.
- Recruit, hire, and train staff in accordance with library policies.
- Define and manage staff schedules and performance expectations, ensuring a positive and productive work environment.
- Collaborate with the library board to develop policies, set goals, and make strategic decisions. Implement, manage and/or complete goals and strategic initiatives on time and within budget.
- Provide regular updates to the board on library activities, financial status, strategic initiatives, and future plans.
- Continually review and evaluate the effectiveness of library services to meet the immediate and long-range goals of the library and community.
- Oversee the development and implementation of library programs and services to service and engage the community.

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6528 E. Main Street
Eau Claire, MI 49111

- Guide staff to curate and maintain a diverse and relevant collection of library materials.
- Cataloging of library materials, mainly copy cataloging with occasional need of creating original bibliographic records in Biblionix Apollo.
- Stay informed about industry trends and new technologies to enhance library offerings and maintain relevant and useful services for patrons.
- Manage the library's social media presence and update/maintain the website.
- Ensure the maintenance and security of library facilities.
- Oversee the implementation of technology and systems to improve library operations.
- Other duties as necessary or assigned by the library board.

Qualifications: A Master of Library or Information Science from an American Library Association accredited program, eligible for professional certification issued by the State of Michigan, is preferred. The Board will consider applicants with a Bachelor's degree and a minimum of 3 years library experience, who are eligible for professional certification by the State of Michigan.

The selected candidate will be required to become a notary public as well as a passport agent within one year of being hired. Requires proven leadership, strong communication skills, technological proficiency, and creative problem solving. This is a full-time position with some evening and Saturday hours.

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