

**Position Opening
Library Director**

The St. Ignace Public Library is accepting applications for the position of Library Director. This position oversees the operation and budget of the St. Ignace Public Library.

Interested applicants should submit a resume, with three references and a cover letter, to the St. Ignace Public Library Board of Trustees, 110 West Spruce St., St. Ignace, MI 49781. E-mail resumes will not be accepted.

College degree and library work experience preferred along with strong customer service and computer skills. Salary with benefits commensurate with experience and education.

Application Deadline: January 8, 2010

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

Library Director
St. Ignace Public Library

General Summary:

The Library Director is responsible for managing the operations and budget of the St. Ignace Public Library. This is not a 40-hour per week position.

Education:

College degree and library work experience preferred. Minimum of high school diploma or equivalent.

Performance Requirements:

- *Works under the direction of the Library Board and will receive an annual evaluation.
- * Possess effective communication skills.
- *Working knowledge of library policies and procedures, ability to use computers and the library computer system, knowledge of library loan system.

Essential Duties and Responsibilities:

*Managerial: Train and supervise staff and volunteers; manage all library programs; manage and maintain the library collection and supplies; coordinate library loan; coordinate fund raising efforts; attend all board meetings as well as assembling the Board agenda and minutes and assisting the Board in their deliberations.

*Customer Service: Assist and interact tactfully and courteously with diverse group of patrons, providing for their needs in a timely manner; maintain confidentiality.

*Collection management: Select, order, catalog and process new titles; pursue the return of overdue items and/or replacement value; remove outdated and damaged items; manage genealogical materials.

*Technology: Provide computer assistance to patrons and monitor their use of computers; maintain equipment; coordinate with tech support as needed. Keep current with changing technologies.

*Public Relations: Publicize library events; maintain good community relationships.

* Financial: manage payroll, prepare bills for board meetings, prepare annual budget for board approval and administer the approved budget, submit annual state aid report, do a monthly revenue deposit and submit the transmittal slip to the city clerk.

*Professional: Attend educational workshops; keep library policies updated with approval of the Board.

*Building and Equipment Maintenance: Ensure the building and equipment is properly maintained; coordinate with cleaning staff.

*Perform other duties as assigned.

Physical Demands:

- *Must be able to re-shelve books on high and low shelves.
- *Must be able to lift and/or move at least 20 pounds.
- *Ability to shovel snow and take out garbage.

December 2009