



City of Three Rivers

333 West Michigan Avenue • Three Rivers, Michigan 49093

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www.threeriversmi.org

JOB POSTING

Three Rivers Public Library -Director

The City of Three Rivers is seeking a qualified full-time Library Director for the Three Rivers Public Library. Seeking to recruit a qualified individual to perform highly responsible administrative and supervisory duties that will be responsible for the overall management of all phases of the Public Library. The individual in this position reports directly to the Library Board of Trustees with input from the City Manager or his Designee.

Essential duties of this position requires coordinating management under the direction of the Library Board and reports to the Library Board on matters concerning the Library operations and finances. The Director recommends the annual budget for the Public Library with input from the City Finance and Administration Department, the Library Board of Trustees and the Library team members, and monitors expenditures within budget limitations. Individual will prepare reports, correspondence, directives and resolutions for the Public Library with policy decisions to be approved by the Public Library Board of Trustees. Director is responsible for materials selection and processing, fundraising activities, inventory management, overdue procedures, collection retention, and building and grounds maintenance. Reporting to the Board of Trustees with statistics, reports, correspondence and information about legislation and Library activities which occur on a state and nationwide basis. Director will also be responsible for writing and compiling grant applications for the Library as well as compiling and filing the annual State Aid Report as required by the Library of Michigan.

It is preferred that the individual in this position possess a Master's Degree in Library Science from an American Library Association (A.L.A.) accredited college or university. Experience in research and administration with five years of experience in a supervisory capacity also preferred. Knowledge of modern library, office and accounting procedures, and hazards and applicable safety precautions at the Library are a must. Individual should demonstrate an ability to effectively plan, motivate, supervise and evaluate work of subordinate employees. Must have a willingness and ability to write and speak on the Library's behalf and to participate in continuing education endeavors. Willingness and ability to take a leadership role by participating in Library activities on a local, cooperative, State and National level including, but not limited to, the American Library Association, the Michigan Library Association and the Southwest Michigan Library Cooperative will also be considered. Individual must possess good professional and administrative judgment along with knowledge of municipal budgeting and purchasing. Must be self-directed in observing and prioritizing correction of problems and have a valid Michigan Driver's License.

Salary: \$46,000 - \$51,000 DOQ plus excellent benefits.

Interested candidates should submit an official application, resume and letter of interest until filled, to Deputy Director of Finance and Administration Leslie Wilson at Three Rivers City Hall, 333 W. Michigan Avenue, Three Rivers, MI 49093, M-F 8:00 a.m. – 4:30 p.m. ph. (269)273-1075 x108, lwilson@threeriversmi.org, fax (269)273-3132. Official applications can be found at www.threeriversmi.org

EOE/AA/MF/H/V

City of Three Rivers
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Equal Opportunity Employer

Posted 9/28/2017 at City Hall, PD, FD, Library, Finance, DPS