

## **Library Director—Iosco Arenac District Library**

**Posting Date—July 1, 2021**

### **General Description**

The Board of Trustees for the Iosco-Arenac District Library is looking for its next director. The Director works from the newly renovated administrative headquarters located on the shores of Lake Huron in East Tawas, Michigan. Promoting library services in the communities throughout the district and working with the Library Board and various staff and community officials as the library leader are vital components of the position.

The District Library is a Class V district library and serves a population of 41,786 in the two counties of Arenac and Iosco. The area offers many recreation opportunities including boating, camping, biking, cross country skiing, hiking with sand beaches in several parks along the lake. There also are local community theaters, historical societies, art fairs, music festivals, farmer's markets and more. The communities have good schools, hospitals, friendly people and lower housing costs.

### **Duties**

- ~ Developing and administering an annual budget
- ~ Ordering and maintaining library collections
- ~ Attending branch Friends of the Library meetings
- ~ Developing and administering library policies, procedures, programs and publicity
- ~ Working with the Library Board on implementing library policies
- ~ Representing the Board and serving as liaison with the various civic organizations and funding authorities
- ~ Attending the regular Board meetings and presenting a written activity report at each meeting
- ~ The duties are further defined in an employment agreement

### **Position/Application Requirements and Compensation**

- ~ ALA/MLS degree with a Level 1 State of Michigan Certification for a Class V Library
- ~ 3 letters of recommendation with contact information and email addresses
- ~ Resume
- ~ At least 5 years of experience in a public library management position
- ~ Knowledge of budgeting/public library finance
- ~ Knowledge of District Library Law and federal and state laws applicable to public libraries
- ~ Possession of excellent written and verbal communication and personal relationship skills
- ~ Ability to work with a diverse staff and represent the library at all levels within the community
- ~ Clear understanding of technology and its application in a public library

The District Director's salary for 2022 will be in the range of \$60,000 - \$70,000 with a generous benefit package that includes:

- ~ Paid vacation, sick leave, holidays and personal days
- ~ Employee health insurance package including eye and dental coverage
- ~ Pension
- ~ Longevity pay

**Questions? Feel free to call Stephanie at 989-362-2651.**