



Kalamazoo  
Public Library

## Library Director

Kalamazoo Public Library is seeking a visionary director who will lead with transparency and integrity, with a commitment to ongoing engagement with the community, staff and Board of Trustees in strengthening institutional initiatives.

The Director has overall responsibility for the leadership of planning, development, implementation and evaluation of all Library operations and works successfully with staff, Board, governmental officials and community stakeholders. Primary responsibilities include, but are not limited to, implementing Board policies and program decisions; developing the annual budgets tied to Library goals; implementing and evaluating the strategic plan; upholding the Library's commitment to social justice, diversity, equity, and inclusion; recruiting and retaining Library personnel; developing and implementing long-range capital improvements plans; advocating for the Library in the local, state and national community.

### **Duties & Responsibilities**

#### ***Board of Trustees***

Works collaboratively with Board of Trustees to develop and lead overall library direction, standards and services. Provides reports and recommendations relative to matters requiring Board action. Organizes and attends all meetings of the Board of Trustees and its committees; prepares agenda and provides administrative services to support the Board. Serves as the communication link between the Board and library staff.

#### ***Diversity, Equity and Inclusion***

Actively leads an inclusive, anti-racist, and equity-centered public-service and employment environment through the development, implementation and evaluation of a DEI strategic plan. Models inclusive excellence through specific actions and practices that support the library's DEI and social justice work.

#### ***General Administration***

Plans, organizes and oversees balanced structure of library services; evaluates the effectiveness of services, collections, and engagement; provides for critical review of internal operations; analyzes data affecting operations; provide reporting

#### ***Strategic Planning***

Leads the Library's strategic planning and implementation including involvement with staff and Board of Trustee approval; identifies key performance indicators and targets, aligns reporting systems, communication, implementation strategies and processes for review and evaluation.



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### ***Financial Management***

Develops annual budgets and monitors expenditures to align with goals, objectives, and operational strategies; provides regular financial reports.

### ***Facilities Development and Management***

Develops and implements long range capital improvement plan; approves all major design or construction changes; promotes transparent and up-to date communication with the Board, staff, and the public.

### ***Personnel Management***

- Provides direct supervision and evaluation for Department Heads, Marketing & Communications Manager, and Executive Assistant.
- Determines appropriate staffing levels, performance standards, quality and quantity of services to be offered to the public, and the means and methods of offering those services.
- Approves all hires, terminations, and major disciplinary actions and signs off on all HR formal actions.
- Maintains and funds Library's tradition of extensive professional development for staff.

### ***Advocacy/Partnerships/Programs***

- Represents library in the community; establishes and maintains working relationships with government agencies, local school districts, civic and community groups, and the general public.
- Fosters and supports strong collaborations with publicly elected officials and related service institutions and agencies; exercises leadership in instituting innovative and non-traditional services that address the unique needs of neighborhood communities.
- Maintains a strong relationship with Friends of KPL through ongoing communication and support of Friends operations and events.

### **Qualifications**

Minimum qualifications include a Master's in Library Science from an ALA-accredited program, the ability to obtain or already hold a Michigan [Librarian's Permanent Certificate](#) (requires four (4) years of full-time employment or an equivalent time period of paid professional library work following the completion of the MLS degree), and five (5) years professional library experience at a management level. Preferred qualifications include sound fiscal management skills; the ability to mentor and inspire a strong, creative staff; knowledge of best practices and trends in library technologies; and proven success in community engagement and partnership development. Prior Library Director experience reporting to a governing Board in a multi-branch environment and experience working with collective bargaining units are also desirable.



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### **Physical demands and work environments**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*Physical demands:* While performing the duties of this job, the employee must travel independently within the office and patron areas of the library and in the communities served. This position requires frequent verbal and electronic communication with others. Occasionally requires maintaining stationary position.

*Work environment:* Work will be performed in an office environment, library spaces, and in the communities served. Some local travel outside the library may be required. While performing the duties of this job outside of the library environment, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually low to moderate.