



JOB SUMMARY

The Director of the Muskegon Area District Library reports to the Board of Trustees. This position has direct supervision of all members of the Management team and indirect supervision of all library staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Leadership and Strategic Direction

- Provides leadership and oversight for all library operations, including public services, technology, administration, and facilities.
- Ensures the delivery of high-quality programs, collections, and services that meet the needs of the community.
- Leads long-range planning and evaluates services and operations to maintain relevance and effectiveness.
- Serves as liaison to the Library Board by preparing agendas, reports, and recommendations and presenting information at Board meetings.
- Represents the library with city departments, regional partners, community organizations, and the public.
- Promotes a welcoming, inclusive environment for patrons in diverse communities across Muskegon County within the branches and during outreach efforts.
- Ensures all library branches operate in compliance with applicable City codes, policies, and Michigan Library Standards.
- Oversees development and maintenance of the library collection and related policies.
- Interprets and communicates library policies, services, and programs to the community.

Financial Oversight

- Oversees development and administration of the annual operating budget, including financial analysis and forecasting ensuring success and sustainability.
- Manages financial activities including grants, fundraising, and resource allocation.
- Evaluates funding needs and plans for equipment, materials, and capital improvements.

Staff Development and Team Building

- Supervises library staff and oversees recruitment, orientation, training, and performance evaluations.
- Establishes appropriate service levels and staffing structures to support operations.
- Promotes a collaborative, inclusive, and equitable workplace culture.
- Addresses personnel matters, including union-related issues, and resolves complex or sensitive concerns.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Master's Degree in Library Science from an ALA accredited college or university.
- Eight (8) to ten (10) years of progressively more responsible experience in professional library work, including five (5) or more years in an administrative capacity preferred.

- Ability to obtain a Level 1 certification and compliance with all training and other requirements applicable to the Director of a Class 6 Library under Michigan State Aid rules within one (1) year.
- Ability to travel between work locations and related places of business as needed.
- Extensive knowledge and understanding of principles, methods and practices of public library operations.
- Knowledge of public library computer hardware and software systems.
- Management and leadership skills to direct the Library to meet the goals that contribute to the overall success of the Library.
- Positively promotes and communicates the value of MADL to staff, patrons and communities.
- Provides superior customer service.
- Maintains regular and punctual attendance and works varying schedules as needed.
- Ability to establish and maintain effective working relationships with co-workers and the public.
- General computer proficiency, including knowledge of library software and Microsoft Office products.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee will frequently, sit, stand and walk. The employee is occasionally required to stoop, kneel, and reach forward and above the head. The employee will occasionally lift and/or move up to fifty (50) pounds such as boxes of books and equipment. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT

The noise level in the work environment is usually quiet and work is performed indoors. However, there may be events or programs that take place outside of the main office location with a moderate amount of activity or noise level.

SPECIAL REQUIREMENTS

Possession of a valid Michigan driver's license and must have insured vehicle for use on Library business. Willingness and ability to travel to all branches utilizing library or personal vehicle.

*The above statements are intended to describe the general nature and level of work being performed by personnel assigned to this classification. They are not to be construed as an exhaustive list of all duties performed by personnel so classified.

Approved by the Muskegon Area District Library Board

Employee

Date