

## **Position: Library Director**

**The Harper Woods Public Library is a vital community hub dedicated to providing access to information, resources, and lifelong learning opportunities.**

**The Library Director serves as the chief administrator of the library, leading with vision, dedication, and a passion for fostering knowledge and community engagement. This role is responsible for overseeing all aspects of library operations, from strategic planning and policy development to team leadership and resource management. As a champion of literacy, innovation, and public service, the Library Director ensures the library remains a vital resource for the community, adapting to evolving needs and advancing its mission of providing equitable access to information, education, and cultural enrichment.**

### **Key Responsibilities:**

- Develop and implement strategic plans to advance the library's mission and goals.
- Oversee all aspects of library operations, including budget management, collection development, and facilities maintenance.
- Lead and mentor library staff, fostering a collaborative and supportive work environment.
- Cultivate strong relationships with community stakeholders, including local government, schools, and community organizations.
- Advocate for library services and resources at the local, regional, and state levels.
- Ensure the library's services and programs are responsive to the changing needs of the community.
- Manage and implement technology and digital resource initiatives.
- Oversee grant writing and fundraising efforts.
- Ensure that the library complies with all applicable laws and regulations.

### **Required Skills and Qualifications:**

- Master's degree in Library and Information Science (MLIS) from an ALA-accredited institution.
- Strong knowledge of current trends and best practices in library services.
- Proven ability to develop and manage budgets.
- Excellent communication, interpersonal, and presentation skills.
- Promote and maintain relations with the Friends of the Harper Woods Public Library
- Strong understanding of technology and its application in library services.
- Knowledge of local, state, and federal library regulations.

### **Preferred Qualifications:**

- Experience working in a public library.
- Five years of progressive experience in library management, with demonstrated leadership skills.
- Experience in grant writing and fundraising.
- Experience working with a board of trustees.

### **Benefits and Perks:**

- Competitive salary.
- The city has a generous benefits package, including:
  - Defined Benefit Plan through the Municipal Employees' Retirement System (MERS)
  - Medical Insurance
  - Paid Vacation, Personal Days and Sick Leave
  - Longevity

### **To Apply:**

Please submit your resume, cover letter, and application ([City of Harper Woods application](#)) to Leslie Frank, City Clerk, 19617 Harper Ave., Harper Woods, MI 48225 OR send to [lfrank@harperwoods.net](mailto:lfrank@harperwoods.net) (please note "Library Director" in the subject line) . Open until filled however those applications that come in before April 17 will be given first priority. In your cover letter, please highlight your relevant experience and your vision for the future of Harper Woods Public Library.

**The City of Harper Woods is an Equal Employment Opportunity Employer**