



## **MUSKEGON AREA DISTRICT LIBRARY**

Become a District Manager to help others find information and learn, create community spaces, promote literacy and equity, and support the preservation of knowledge. This position will be most rewarding for those with a passion for learning, helping others, and creating community relationships, offering diverse opportunities in various library settings and a positive community impact.

The Library District Manager has responsibilities including:

- Manages (plans, organizes, directs) daily operations of multiple library facilities: Egelston Branch, Muskegon Township Branch, Ravenna Branch.
- Implements and monitors policies and procedures.
- Collaborates with coworkers on appropriate services, developing outreach strategies and materials to engage with the community.
- Professionally executes or facilitates services in a safe and responsible way.
- Builds and manages a portfolio of community partnerships, including schools, neighborhood associations, and other groups for the purpose of expanding library services into the community as well developing new programs through innovative connections to the assets of community partners.
- Organizes and hosts public events and works as part of a team to create and facilitate the agenda in a range of settings or locations.
- Communicates and builds strong community bonds by working with local community leaders.
- Selects and hires/contracts with vendors, authors, or other outside agencies to assist with programs or services.
- Attends local municipal meetings representing MADL.
- Works with the Library Board and Friends of the Library groups as necessary.
- Acts as liaison with township maintenance/ supervisors and the library administrative staff to assure proper building maintenance and operation.
- Develops, writes, or coordinates grant functions, stipends, and financial aid opportunities.
- Develops and implements goals, programs, and procedures for the branch(es), coordinates activities and essential tasks.
- Recruits and interviews for open staff positions.
- Manages and supervises staff and volunteers in day-to-day activities, including scheduling, training, disciplining, and conducting performance evaluations.
- Responds to requests or refers the questions to Administration when appropriate.
- Resolves complaints and requests with discretion and good judgement in keeping with MADL policies.
- Markets the library by developing and/or assisting with public service-oriented programming and press interviews.



- Prepares and maintains required reports and records using approved formats in a timely fashion.
- Actively participates in ensuring the Code of Conduct and Library Privacy Act is followed.
- Participates in general functions for library cleanliness and appearance.
- Customer service via phone or in-person.
- Incumbents holding MLIS professional degrees may also participate in collection development or other appropriate library services or functions.

Job Type: Full-time, Non-Union

Job Status: Exempt

Salary Range: \$62,000 - \$87,000

Education/ Experience preferred: Master's Degree in Library Science, minimum 3-5 years in library services, management experience

Benefits:

- Medical Insurance
- Health Savings Account
- Employer paid Dental Insurance
- Employer paid Vision Insurance
- Employee assistance program
- Flexible schedule
- Employer paid AD&D, STD, LTD, Life Insurance
- Starting 4 weeks Paid Time Off
- Parental leave
- Professional development assistance
- MERS Defined Benefit (Pension)
- MERS Health Care Savings Program
- MERS 457 Plan
- Mission Square 457 Plan
- 12 Paid Holidays
- Awesome coworkers!