

 MUSKEGON AREA DISTRICT LIBRARY	DEPARTMENT: Operations	APPROVED BY: 	PAGE: 1 OF 2
	DOCUMENT TITLE: Library District Manager Job Description	EFFECTIVE DATE: 8/18/2025	REVISION: 0 DATE:

1.0 PURPOSE

The Library District Manager supports the daily operations of the library performing duties including management of facility(ies) and library staff.

2.0 SCOPE

☐ All Staff ☒ Full-time Staff ☐ Part-time Staff ☐ Temporary/ Seasonal Staff
☐ Union ☐ Non-Union ☒ Exempt

3.0 ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manages (plans, organizes, directs) daily operations of multiple library facilities.
- 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.

 MUSKEGON AREA DISTRICT LIBRARY	DEPARTMENT: Operations	APPROVED BY:	PAGE: 2 OF 2
	DOCUMENT TITLE: Library District Manager Job Description	EFFECTIVE DATE: 8/18/2025	REVISION: 2 DATE:

- 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.
- All other duties as assigned.

4.0 REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Master's degree in library or information sciences, Education, Social Work, Nonprofit Administration, Ethnic Studies, Labor Studies or related degree preferred.
- OR an equivalent combination of education, training and experience.
- Minimum two years' experience in community engagement and outreach.
- Ability to maintain accurate records and prepare written reports.
- Positively promotes the value of MADL to staff, patrons and communities.
- Principles and practices of developing teams, motivating employees, and managing in a team environment.
- Provides superior customer service.
- Maintains regular and punctual attendance.
- Works varying schedules as needed, including evenings and weekends.
- Ability to establish and maintain effective working relationships with co-workers and public.
- Computer proficiency, including knowledge of library software and Microsoft Office products.

5.0 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 accommodation 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. Specific vision abilities required by this job include close vision.

6.0 WORK ENVIRONMENT

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

7.0 SPECIAL REQUIREMENTS

Possession of a valid Michigan driver's license and must have insured vehicle for use on Library business.

*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.

Employee

Date