

**City of Royal Oak**  
**Employment Opportunity**  
**LIBRARY DIRECTOR**

City of Royal Oak, population 54,500. Full service, award-winning Oakland County community with dynamic downtown. Must have exceptional organizational and communication skills and at least three years experience as library director, deputy director or a comparable high-level administrative library position. Graduation from an ALA accredited college or university with a Masters of Library Science degree. Salary \$70,114 to \$85,355 DOQ. Send cover letter, resume, salary history, references, official transcripts and application packet to Library Director, c/o Human Resource Department, PO Box 64, Royal Oak, MI 48068-0064. Candidates requiring confidentiality should so indicate. Open until filled, with review of applications beginning October 20.

An Equal Opportunity Employer

Royal Oak Public Library  
**LIBRARY DIRECTOR**

**Salary Range: \$70,114 to \$85,355**

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**Application packets are available on the web at <http://www.ci.royal-oak.mi.us>**

**General Statement of Duties:** The **LIBRARY DIRECTOR** plans, directs and coordinates all activities of the public library. He or she is appointed by and accountable to the library board, but is expected to develop his or her own methods and to demonstrate resourcefulness, initiative, creativity and mature judgment in the performance of duties. The **LIBRARY DIRECTOR** works with considerable freedom of action, subject to board policies and directives. The director of the Royal Oak Public Library is the public voice and face of the Royal Oak Public Library and is considered its leader.

**Essential Duties and Responsibilities:** The **LIBRARY DIRECTOR** is responsible for the following: (these examples do not include all of the tasks which the employee may be expected to perform.)

- Plan and direct library operations; research and develop policies and procedures to maximize the effectiveness and efficiency of operations and services; recommend policy changes.
- Encourage staff professional growth as well as manage and develop all employees in the library, in compliance with all union contracts and applicable regulations.
- Work with the board to prepare annual budget and supervise library expenditures.
- Oversee and cultivate the selection of written, audio-visual and other library materials.
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- Maintain involvement by the library with TLN, MLA, MLC, etc.
- Effectively market the library by performing various public relations activities such as addressing community groups, preparing articles and reports, attending professional meetings, and in other ways making the library and its resources and services known to the community. Be a committed advocate for the library.
- Assist the library board in establishing the goals and objectives of the library and oversee their implementation.
- Maintain confidentiality of all patron records and transactions.
- Provide professional leadership to the library board, identify and research issues, make recommendations, prepare agendas and make other preparations as needed for monthly board meetings.
- Lead the library through the implementation of the strategic plan, making sure targets are met. Regularly report on its progress to the Royal Oak Library Board.
- Assist in the development and implementation of library fundraising initiatives.
- Maintain knowledge of library board policies and ensure they are implemented by staff.
- Demonstrate knowledge of or the ability to acquire knowledge pertaining to Michigan library laws.

**Preferred Experiences and Attributes:**

- Considerable knowledge of budgeting principles, including experience in cash flow analysis, grant application procedures and alternative funding sources.
- Extensive knowledge of the principles, practices and procedures of municipal library administration.
- Considerable knowledge of current library technology, future trends and the ability to implement changes and new ideas.
- Exceptional organizational skills; ability to plan and direct library services and to supervise and motivate staff while creating a positive work environment.
- Experience with strategic planning.
- Ability to interact effectively with non-library city personnel.
- Commitment to principles of intellectual freedom.

**Training and Experience Requirements:**

- A Master of Library Science degree from an ALA accredited institution plus extensive professional, public-sector library experience.
- At least three years as a library director or deputy director or a comparable high-level administrative librarian position.
- Demonstrated ability to communicate effectively both orally and in writing.
- Experience in analyzing and evaluating library needs and services and initiating programs to carry out and meet them.