

Job Posting - Library Director

Position: Director of the Baldwin Public Library

Background:

The Baldwin Public Library is the municipal library of Birmingham, Michigan—located in Oakland County, north of Detroit. Through contractual agreements, the Library also serves the communities of Beverly Hills, Bingham Farms, and the City of Bloomfield Hills. With a service population of 35,350 people, it is a Class V library. In addition to an annual operating budget of \$4 million, it has a \$1.8 million trust. Its staff consists of 20 full-time employees and 67 part-time employees. The total number of full-time-equivalent staff is 34.7.

The Baldwin Library prides itself on providing:

- Excellent service
- Wide-ranging collections
- Extensive and varied programs
- Diversity and inclusion
- Welcoming environment

The Baldwin Library is just completing Phase 2 of a three-phase building improvement project and anticipates moving on to Phase 3 in the near future.

Reports to: Six-member, elected governing Library Board

Minimum Qualifications:

- Master's Degree in Library Science from an ALA-accredited school
- Permanent Professional Certificate from the Library of Michigan, as required by state law for a Class V library, or the ability to obtain such a certificate within three months of date of hire
- Five years of professional librarian experience, including administrative and supervisory responsibilities in a public library
- Completion of a successful background check

Duties and Responsibilities:

The Director serves as the chief executive officer of the Baldwin Library and is responsible for the administration and daily operations of all library functions within the mission, goals, and policies established by the Library Board.

See <https://www.baldwinlib.org/wp-content/uploads/2020/08/Baldwin-Public-Library-Director-Job-Description-8-17-20.pdf> for the full description of job duties, qualifications, and other details.

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Salary:

Minimum of \$94,000 depending on qualifications and experience. Full benefit package, including defined contribution retirement plan.

Application Deadline: September 18, 2020

Application Process:

- Fill out the Library's application form, which you can find at: <https://www.baldwinlib.org/employment>
- Include a cover letter, a resume, and three professional references
- Enclose a writing sample illustrating your analytical skills and ability to persuade an audience

You **must** email the **complete** application package to:

Baldwin Public Library Board of Directors
c/o Doug Koschik and Melissa Mark
doug.koschik@baldwinlib.org and
melissa.mark@baldwinlib.org

The subject line should read: Application for Director Position – [Your Name]

In addition, you may (but do not have to) mail the complete application package to:

Baldwin Public Library Board of Directors
c/o Doug Koschik and Melissa Mark
Baldwin Public Library
300 W. Merrill St.
Birmingham, MI 48009

Position Start Date: January 2021