

## Kalamazoo Public Library

### Library Director

The Kalamazoo Public Library (KPL) seeks a **dynamic, empathetic, adaptive and highly skilled organizational leader**, who is committed to a cultural environment of learning excellence for every patron. The Director's central role as a leader is to **make library services accessible to all patrons by addressing issues of equity, innovation and community engagement by using a complex adaptive systems leadership approach** as an organizational imperative.

The Director must possess a proven track record of educating, leading, and guiding library services by creating solutions that eliminate inequities and increase access with a focus on prioritizing the needs of traditionally marginalized and underrepresented patrons and members of our greater community. The Director must demonstrate the **ability to ensure that decisions, resources, and funding allocations are driven by the goals and objectives that close such gaps in programming outcomes.**

For KPL, the next Director should have the **deeply lived experiences, skills, emotional intelligence, knowledge and expertise** necessary to provide leadership administrators, managers and support staff with all the necessary supports to provide patrons with excellent customer service and equitable access.

The Director must **lead the organization with agility and a vision, plan, and shared sense of purpose** to address the complex nature of the ever-evolving post-COVID-19 library system. The Director must have a proven ability to **secure and retain exceptionally talented, diverse, and culturally-proficient candidates for leadership, supervisory, and administrative within the organization.** The Director must have a proven and demonstrated record of **successfully leading and initiating systemic change** in a complex adaptive systems organization and the proven skills to build an effective team of leaders, who are capable of collaboratively propelling a system to meet the needs of every patron every time either in person or online.

The Director must be a politically **astute problem solver with outstanding inter-and intra-personal communication skills**, including a demonstrated practice of **transparency that enhances coherence, collaboration and consensus building** to secure the necessary political, community, and financial support for the short- and long-term goals of the organization. The leader must possess **conscientious fiscal oversight expertise** to address the organization's current financial needs.

The KPL Director should have hands-on, appropriate experience and demonstrated commitment to authentic family and community citizenry engagement. The Director must **be highly visible in the organization and in community events** frequently attended by diverse families. They should be a **credible and compelling advocate for diversity, equity and inclusion in public library programming and services at the local, state and national levels.** The Director must be digitally literate and globally aware. They must have a passion to **engage, empower,**

**prepare, and educate all patrons for the 21st-century global economy as well as anticipate technological progress and its use in library buildings.**

The Kalamazoo Public Library Director **brings these desired characteristics** to the overall **planning, development, implementation, and evaluation** of all Library operations **while working successfully with patrons, staff, the Board of Trustees, governmental officials, and community stakeholders**. Primary responsibilities include, but are not limited to, co-developing and implementing: Board policies and program decisions, annual budgets (as well as monitoring expenditures), strategic plan(s), and long-range capital improvements goals.

### **Purpose Statement**

The Director oversees the entire library operations and provides leadership in the development and maintenance of the highest standards in library service. This is done for every patron, every time, ensuring the best possible engagement experience.

The Director has overall responsibility for the leadership of planning, development, implementation and evaluation of all Library operations and works successfully with the Board, staff, city officials and community stakeholders. Primary responsibilities include, but are not limited to, implementing Board policies and program decisions; leading the development and implementation of the strategic plan; developing annual budgets tied to the Library's strategic goals; upholding the Library's commitment to social justice, equity, diversity and inclusion; recruiting and retaining a strong library workforce; developing and implementing long-range capital improvement plans; serving as the primary spokesman for the organization and representing the library before the public, other libraries, and all other audiences.

**Reports to:** Kalamazoo Public Library Board of Trustees

### **Qualifications**

- **Education:** Master's Degree in Library Science from an ALA-accredited program
- **Certification:** The ability to obtain or already hold a Michigan Librarian's Permanent Certificate (requires four (4) years of full-time employment or an equivalent time period of paid professional library work following the completion of the MLS degree)
- **Required Experience:**
  - 5+ years of professional library work at a management level, including:
    - Experience serving as a director or deputy director in a library organization with similar needs, size, and demographics as KPL
    - Sound fiscal management skills
    - The ability to mentor and inspire a strong, creative staff
    - Leading an organizational library system, state or local government, nonprofit or a business of similar size and complexity (governing board in a multi-branch environment)
    - Experience working with collective bargaining units
    - Facilitating patron community, student, family, stakeholder and/or board relationships

- Demonstrated ability to develop policy, strategic plans, and related initiatives to advance community learning, on-time access to resources, and preservation of cultural and heritage collections
- Demonstrated experience working effectively with communities during the pandemic in a manner that built trust and confidence.

**Supervises:** Directly supervises and evaluates the following:

- 1) Leadership Team
  - a. Head of Community Engagement
  - b. Head of Facilities Management
  - c. Head of Finance & Budget
  - d. Head of Human Resources
  - e. Head of Marketing & Communications
  - f. Head of Patron Services
  - g. Head of Technology Services
  - h. Head of Youth Services
- 2) Executive Administrative Assistant to the Director

**Terms of Employment**

Full-time, at-will employment; salary and benefits to be established by the KPL Board of Trustees. Must be available beyond 40 hours per week for meetings of the KPL Board of Trustees, frequent evening and weekend events, as well as for emergencies, to meet the needs of the library. Kalamazoo Public Library District residency is expected.

**Salary**

\$120,00-\$145,00 annually with excellent benefits package.

**Physical Demands and Work Environments**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*Physical demands:* While performing the duties of this job, the employee is required to travel independently within the office and patron areas of the library and in the communities served. In the work environments described below, the position requires frequent communications with others. Regular computer usage and maintenance of stationary positions for desk work.

*Work environment:* Work will be performed in an office environment, library spaces, and in the communities served. While performing the duties of this job outside of the library environment,

the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually low to moderate.

**An Equal Opportunity Employer**

Equal Employment Opportunity is a fundamental principle at the Kalamazoo Public Library, where employment opportunities, development and advancement are based on job qualifications without discrimination based on race, color, religion, gender, gender identity, sexual orientation, age, national origin, veteran status, disability, height, weight, familial status, marital status or any other characteristic protected by applicable law.

Kalamazoo Public Library's commitment to equal opportunity is applied to all personnel policies and practices, including but not limited to, recruitment and hiring, training, promotion, transfer, compensation, benefits, discipline, termination as well as social and recreational activities. The library will make reasonable accommodations for employees and job applicants with disabilities.

The library respects the diversity that exists within our community and among our employees and strives to maintain a workplace culture based on inclusiveness where respect, equity and positive recognition of differences are cultivated.