



Canton Public Library Job Posting

DEPARTMENT HEAD - INFORMATION SERVICES

Under the administration of the Library Director, the Information Services Department Head is responsible for all aspects of the operations for the Information Services Department, including direct management of the Librarian Managers, Collections Specialist, and Administrative Assistant as well as oversight of program implementation, collections, and services offered to the public. The Information Services Department Head works with the Library Director and demonstrates effective collaboration with other Department Heads as part of the management team to plan the library's development as a whole and within the department. This position is classified as a salaried full-time position and is exempt from overtime. The nature of the work requires evening and weekend hours.

SCHEDULED HOURS AND COMPENSATION

- Full Time — thirty-seven and a half (37.5) hours per week
- \$69,600-\$88,000 per year
- Paid vacation accrual with one weeks' vacation available upon hire
- Annual sick leave allowance
- Personal business days
- Paid holidays: nine official holidays plus three discretionary holidays and your birthday
- Health care coverage, prescription coverage, dental insurance, vision reimbursements, long- and short-term disability, term life insurance
- Employee Assistance Program (EAP), Stellar Staff Award program, Longevity Awards and an active Social Committee
- Defined contribution retirement plan with matching funds up to 5% of salary per year

APPLICATION INFORMATION:

Only complete application packets (that include a current [CPL application form](#), resume and cover letter) received or postmarked by **6:00 PM on Sunday, April 21, 2024** will be considered. Incomplete application packets will not be reviewed.

Submit complete application packets to:

Marian Nicholson – Business Services

Canton Public Library

1200 S. Canton Center Road

Canton, MI 48188

jobs@cantonpl.org

FULL JOB DESCRIPTION

PRIMARY DUTIES AND RESPONSIBILITIES

- Oversees the recruitment, selection, evaluation, and discipline of Information Services personnel.
- Oversees and directs the professional development, coaching and mentoring of department staff.
- Meets regularly with management staff to track progress and development of department staff, writes and delivers annual performance evaluations for direct reports and reviews and edits performance evaluations written by department managers.
- Oversees collection development for the library, ensuring the development of new and existing collections that meet the needs of the community.

- Oversees program implementation in conjunction with the Librarian Managers and the Department Head of Engagement & Design, coordinating with other departments as appropriate.
- Develops annual department budget in conjunction with the management team and the Accountant, allocating expenditures, monitoring the budget, and approving purchase orders and disbursements within those approved amounts and as authorized by the Library Director.
- Establishes and maintains effective and appropriate working relationships with colleagues, staff, the Library Director, and the public.
- Proactively collaborates with the other department heads, demonstrating effective cooperation, communication, and negotiating skills.
- Actively participates in long range planning, including strategic planning, development of objectives, translating library-wide initiatives into department-specific tasks, and coordinating departmental efforts with other Department Heads and also within the framework of the entire library.
- As part of the management team, develops and interprets library policies and procedures appropriately, recommending and proposing changes as needed, and is able to communicate them effectively to both staff and the public.
- Serves on committees within the community and the library industry and speaks to local groups and at regional, state, or national conferences, as a representative of the library.
- Facilitates and participates in planning and project work groups. Assigns appropriate staff to work groups as department representatives as needed.
- Monitors trends and best practices in society and the industry and recommends appropriate and innovative initiatives and/or changes for implementation at the library.
- Monitors community demographics and recommends changes in the library's public service approach, procedures, programs or services.
- Develops and implements new methods to improve the efficiency and operations of the department and the library as a whole.
- Handles administrative responsibilities as assigned in the absence of the Library Director.
- Stays informed of library news and events via review of all forms of library communication: website, email, SharePoint, library newsletter and blog. Contributes content as appropriate.
- Accepts special assignments or duties in support of the library's mission and strategic plan.

REQUIRED QUALIFICATIONS AND SKILLS

- Master's degree in library and/or information science from an ALA-accredited institution.
- Three years of professional public library experience.
- One year of prior supervisory or management experience in a public library or comparable customer service environment.
- Demonstrated experience with the theories and practices of public service and public libraries.
- Possession of high-level verbal and written communications skills and the ability to deliver tactful and decisive explanations of library policies, procedures, and decisions to the public and to staff.
- Experience with budget development and management.
- Consistent display of public service attitude that reflects the library's values.
- Able to organize, analyze, and interpret data and make recommendations to the Library Director and management team.
- Ability to multi-task, manage concurrent projects with a large staff, and adapt to changing circumstances.

PREFERRED QUALIFICATIONS

- Three years of prior supervisory or management experience in a public library or comparable customer service environment.
- Demonstrated ability to select, adapt, and apply new techniques and methods to a public library environment.

ESSENTIAL FUNCTIONS

- Sufficient physical agility to stand, walk, bend, stoop, reach, sit, lift up to 40 lbs., and push carts weighing up to 200 lbs.

- Manual dexterity and visual acuity sufficient to grab, hold, process, and shelve materials and supplies, and read small print on labels.
- Sufficient clarity of speech and hearing which permits the employee to communicate in writing and verbally.
- Sufficient vision which permits the employee to produce and review a wide variety of materials in both electronic and hard copy form.
- Ability to work effectively under stressful conditions in a fast-paced environment.

Canton Public Library is an equal opportunity employer and values diversity. All employment is decided based on qualifications, merit and business need. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

This job description is not a contract between the library and the employee, nor an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas. The library reserves the right to revise this job description at its discretion.