



## Canton Public Library Job Posting

### **LIBRARIAN MANAGER**

**Canton Public Library is seeking a Librarian Manager who finds joy in fostering a collaborative and positive work environment to join our team and forward our mission.** At CPL, Librarian Managers play a vital role in directing the daily operations of the Information Services Department, where librarians:

- Create enriching and meaningful experiences for library visitors of all ages.
- Curate collections that support the informational, educational and recreational information needs of the community.
- Connect patrons to the information needed to pursue their best life using research expertise and problem-solving skills.

The person hired will have a primary focus on coordinating library efforts to connect patrons to information, including a significant role coordinating the development of website content across multiple departments. They will partner with the Department Head and other managers to supervise and coach Librarians, Interns and Substitute Librarians. Successful candidates for this position will be able to demonstrate good judgment and strong writing skills; are curious and flexible in their thinking; and have a history of working with others to help them achieve positive outcomes.

### **SCHEDULED HOURS AND COMPENSATION**

- Full Time — thirty-seven and a half (37.5) hours per week
- \$57,800-\$72,300 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, July 14, 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](mailto:jobs@cantonpl.org)

## **FULL JOB DESCRIPTION**

### **POSITION SUMMARY**

Under the management of the Information Services Department Head, the Librarian Manager is responsible for the day-to-day management of assigned IS Librarians, Substitutes, Interns, and Practicum Students, as well as providing reference, readers' advisory, roving, programming, and collection development services to the public. This position is classified as a regular full-time salaried position and is exempt from overtime under FLSA guidelines. The nature of the work requires evening and weekend hours.

### **PRIMARY DUTIES AND RESPONSIBILITIES**

- Works collaboratively with the Information Services (IS) Department Head on major initiatives and assumes strategic oversight as designated.
- As assigned and under the supervision of the IS Department Head, assists in recruiting, interviewing and selecting IS personnel.
- Responsible for training, supervision, scheduling, evaluation and discipline of assigned IS staff.
- Coaches and supports IS staff in performing their core duties so they may create enriching and meaningful experiences, curate collections, and connect patrons to the information needed to pursue their best lives.
- Prepares and delivers annual performance evaluations of assigned IS staff to the Department Head. Participates in the presentation of annual reviews to IS staff.
- Partners with IS leadership to direct staff in daily operations, prioritize workloads, and approve attendance records.
- In collaboration with the IS Administrative Assistant, ensures adequate weekly schedule coverage. Resolves staffing concerns and reports resolutions to the Department Head.
- Creates, interprets and adapts procedures to meet internal needs. Recommends changes to library policies to administration.
- Creates and proposes budget requests to the Department Head or Collection Development Specialist, as appropriate, and works to stay within the established budget.
- May liaise and negotiate with vendors.

### **OTHER DUTIES AND RESPONSIBILITIES**

- Participates in the development of long- and short-term plans for the department and the organization.
- Communicates within and outside the department to ensure relevant staff receive information necessary to perform their duties and be involved in the organization.
- Independently or with others, researches, recommends, implements and monitors projects as assigned.
- Helps coordinate the production of website content in collaboration with other departments.
- Provides the public with Reference, Readers' Advisory, and technology assistance.
- Researches programs and develops outreach and partnership opportunities that meet the community's needs as outlined in the Strategic Plan or in response to patron demand.
- Selects, develops, and maintains assigned collections.
- Serves on workgroups/committees and participates in initiatives as assigned, both within the library and with outside entities, partners, or associations.
- 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.
- May act as Librarian-in-Charge or Manager-on-Duty.
- Enforces library policies using a polite and professional approach.
- Ensures building security after the library closes (checking doors, clearing the building, and setting the alarm) as necessary.
- Writes detailed, clear and concise incident reports, obtaining case numbers in the event of police involvement.
- Accepts special assignments or duties in support of the library's goals and objectives.

## **REQUIRED QUALIFICATIONS AND SKILLS**

- Master's Degree from an ALA-accredited library science program.
- Three years of professional public library experience.
- Prior experience with supervision or project management responsibilities.
- Ability to exercise initiative and independent judgment, prioritizing and organizing work for self and others while managing concurrent projects according to time requirements.
- Excellent interpersonal skills, including the ability to deliver tactful and decisive written and verbal communications regarding policies, procedures and performance issues to an audience not always receptive to the information being communicated.
- Proficiency with standard computer applications, including Microsoft Office and the Internet.
- Knowledge of library operations and services, including an understanding of and adherence to fundamental principles of open access to library materials and the privacy rights of patrons.
- Demonstrated understanding of the theories and practices of public service and public libraries.
- Ability to analyze and evaluate current library services, programs, and practices and develop and revise programs and services as needed to respond to patron needs.
- Ability to translate methods used in other libraries and industries to suit the needs of the library.
- Ability to organize, examine, and interpret information and make recommendations to the Collection Development Specialist or Administration as appropriate.
- Ability to review statistical information, providing organization, analysis and interpretation as needed.
- Consistent display of public service attitude that reflects the library's values.
- Willingness to take on additional projects when needed to advance the library's mission and the ability to complete such projects while maintaining routine duties.
- Ability to work creatively, collaboratively and effectively with staff, vendors and patrons of varied backgrounds, ages, and abilities.
- Ability to maintain a calm atmosphere, ensure safety, and respond to emergencies.
- Ability to persuade, negotiate and resolve conflict.
- Punctuality and dependability.

## **PREFERRED QUALIFICATIONS**

- Coursework related to area of focus/department.
- Three years of supervisory experience.

## **ESSENTIAL PHYSICAL FUNCTIONS**

- Ability to lift and carry boxes up to 25 lbs. and push carts weighing up to 200 lbs.
- Ability to sit, stand, and walk for long periods, and the ability to bend, reach, stoop, or crouch.
- Ability to communicate clearly and effectively, in writing and verbally.
- Ability to efficiently review, comprehend and produce 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.*