

JOB POSTING

CLINTON-MACOMB PUBLIC LIBRARY

FULL-TIME HEAD OF POPULAR MATERIALS

Position: Full-time Head of Popular Materials, 37.5 hours a week, including some evening and weekend hours

This person will be based at the Main Library, but be expected to represent the library out in the community at times. This person will report to the Associate Director.

Salary: \$57,222 to \$71,462 per year based on qualifications

Benefits: Medical, dental, vision, short-term disability, long-term disability, and life insurance; sick leave, 3 weeks' vacation, standard holidays; 401A pension after one year

Optional: 457B retirement plan and flexible spending account

Primary Job Duties:

- Responsible for the management of the Popular Materials Department and Macomb Library for the Blind and Physically Handicapped @ CMPL (quality control of public service, scheduling, performance reviews, maintenance coordination, budget compliance, and supervision of all staff).
- Maintains awareness of new developments and trends in the community, the field, and society through professional journals, workshops, conferences, webinars, etc.
- Professional reference and reader's advisory services
- Collection development including selection, ordering, and weeding
- Manages adult-focused public programming in coordination with other managers
- Participates on management team and contributes to developing and implementing strategic initiatives
- Coordinates or manages systemwide projects or services such as digital media platforms and related collections
- Serves as staff member in charge one Sunday per year
- Prepares for emergencies and helps maintain a safe work environment
- Responds to calls from alarm system monitoring firm as necessary
- Performs related duties as required

Required Qualifications:

- Master's degree in library science from an ALA-accredited library school
- Delivers consistently friendly, attentive, welcoming, high quality customer service
- Knowledgeable about the philosophy and techniques of public library services
- Demonstrated knowledge of library materials and resources of interest to adults
- Embraces change in work environment, procedures and services
- Able to understand and carry out oral and written instructions



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- Able to prioritize duties and tasks; work independently and assume responsibility
- Is highly responsive and has clear oral and written communication skills
- High energy, self-motivation to create and embrace new services

Required Qualifications (continued):

- Full range of internet skills and experience
- Able to troubleshoot library technology in coordination with the Head of IT
- Good typing skills
- Good organizational skills
- Knowledge of English language, spelling and arithmetic

Mental Requirements:

- Is accurate
- Able to maintain confidentiality of library records and administrative matters
- Is flexible, works under short time constraints, and meets deadlines
- Able to interact and work effectively with customers, supervisors, co-workers, contractors and volunteers
- Able to interpret and follow policies and guidelines

Physical Requirements:

- Seeing; keyboarding; using the telephone; lifting, pushing, pulling or carrying objects weighing up to 50 pounds; walking; bending; stooping; crouching; reaching; carrying books or boxes of books; pushing book carts; spreading ice melt
- Standing or sitting for periods of time
- Writing or typing to complete work forms

Process: Deadline for applications: Monday, July 8, 2019
 Interviews anticipated: Week of July 15, 2019
 Decision anticipated by: July 22, 2019
 Target starting date: August 5, 2019

Apply to: Juliane Morian, Associate Director
jmorian@cimpl.org

Items to submit (in a single PDF file):

1. Cover letter
2. Resume
3. Answers to the following questions on the following page of this posting
4. [CMPL Job application](#) (attached to this posting; not required for current employees)

The above is intended to describe the major responsibilities and requirements for this position. It is not to be construed as an exhaustive statement of all duties, responsibilities or requirements. This is an at-will position. The Clinton-Macomb Public Library is an equal opportunity employer. All decisions affecting employment shall be made without regard to an individual's race, color, religion, marital status, familial status, family responsibilities, veteran status, age, sex, sexual orientation, gender identity, height, weight, national origin, disability or other classification protected under federal, state or local law.



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Pre-interview questions (to be submitted with application materials):

- How would you describe your management style?
- Describe the public library 10 years from now. What would be similar to today and what would be different?
- Assume you have recently attended a national conference for public librarians and wish to implement a new systemwide service at CMPL. How would you go about making the case and obtaining buy-in from the library administration and the management team?



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