

## **Position: Paw Paw District Library Director**

The Paw Paw District Library's Board of Trustees is searching for a district library director. This person must be a strong leader with vision for making this library the hub of this community of 13,579 citizens. The library building was built in 2012 and is 16,398 square feet on one floor. The district is 79.32 square miles and includes five townships. The school district is a Class B. The library is Class IV and has a staff of 16 individuals. The current library collection size is 40,466 items. The operating budget is \$910,000; 1.7507 mills until 2026. The current annual circulation is 76,180. Responsibilities for the candidate include community outreach, completing the strategic plan, and advancing the role of the library in the lives of the district's citizens.

Paw Paw holds on to its history as a small farming village, while it welcomes new opportunities for growth. Located in the center of Van Buren County in southwest Michigan, Paw Paw is the county seat and offers country charm with all the activities of larger cities. Surrounded by vineyards, orchards, lakes and streams, the scenic village of 3500 residents is friendly and active. Located in the heart of Michigan's grape country, Paw Paw is within easy driving distance to surrounding attractions in Kalamazoo and Grand Rapids. For more information on Paw Paw visit: [www.pawpawchamber.com](http://www.pawpawchamber.com)

**FLSA Status:** Exempt

**Work Schedule:** Weekdays with some weeknight and weekend hours

**GENERAL STATEMENT OF DUTIES:** The position involves responsibility for the management of all essential functions of the district library including administration of all library activities, making library technical decisions, all aspects of library finances, human resources, facility and grounds, outside organizations, and policy recommendations. The work requires that the director have a thorough knowledge of the public library field.

For a complete job description visit our web page: [www.pawpaw.lib.mi.us](http://www.pawpaw.lib.mi.us)

**MINIMUM QUALIFICATIONS: KNOWLEDGE, SKILL AND ABILITY:** Thorough knowledge of the principles of library science, thorough knowledge of library administration including budgeting; strong oral and written communications; and considerable knowledge of supervision principles.

**EXPERIENCE AND TRAINING:** A Master's Degree in Library Science from an accredited college or university plus five (5) years of progressively responsible library administration experience including at least three (3) years in a supervisory capacity or any combination of experience and training which provides a demonstrated potential for performing the duties of the position.

Salary: \$60,000-\$80,000/year with generous fringe benefit package. Salary commensurate with experience.

### How to Apply:

Mail or email a cover letter and resume (references will be requested after the interview process) to:

Donna Dluge

Search Committee Coordinator

609 W. Michigan Avenue

Paw Paw, MI 49079

[donna@pawpaw.lib.mi.us](mailto:donna@pawpaw.lib.mi.us)

Applications received before March 1 will be given first consideration. The position will remain open until filled.