



CITY OF TROY | EXECUTIVE RECRUITMENT

TROY PUBLIC LIBRARY

LIBRARY DIRECTOR



CITY OF TROY | 500 W BIG BEAVER | 248.524.3300



TROY PUBLIC LIBRARY LIBRARY DIRECTOR

This is an exciting opportunity in the history of the Troy Public Library! With the passage of the 10-year millage, the Troy Public Library will be able to expand its hours of operation to include 7-day service; perform necessary building maintenance; purchase new furniture; and implement additional aesthetic improvements of the building. The next Library Director of the Troy Public Library will lead library staff and services through the COVID-19 pandemic and into a post-COVID world.

The Library Director devotes considerable time to implementing excellent programs, services, and collections within the established budget. This also includes hiring excellent staff who will deliver those services. The Library Director represents TPL to the community and actively promotes connections, partnerships and goodwill. The Director of the Troy Public Library interacts with many people and groups, including Troy residents, Troy business owners and staff, Friends of the Troy Public Library, volunteers, Endowment Fund donors, Suburban Library Cooperative staff, other library directors, vendors, and community groups (i.e. Rotary, Kiwanis; Troy Chamber of Commerce staff, Troy Interfaith Group, and the Global Troy Advisory Board).

Salary starting at 98,000 – 110,000 depending on qualifications. Candidates may apply online at troymi.gov/jobopenings. First review of applications will occur on December 7, 2020.

EQUAL OPPORTUNITY EMPLOYER. The City of Troy is committed to providing equal opportunity employment to all applicants. The City of Troy will consider all qualified applicants for employment regardless of race, religion, color, sex, height, weight, marital status, national origin, age, disability, or veteran status or any other basis protected by federal and state law.

THINGS TO KNOW ABOUT TPL



A Class VI public library (largest class size) serving a population of 80,000+ in the second most diverse community in Michigan. The Troy Public Library has an outreach program in which materials are delivered to Troy residents who are unable to come to the Library. TPL staff are very active in community engagement.

FUNDING:

- » 1.1 mills which generates revenue of approximately \$5.6 million per year

STAFF STATS:

- » 12 full-time staff members (Library Director, Assistant Library Director, four service area heads, two Youth Services Librarians, Community Engagement Librarian, Digital Services Librarian, Marketing Coordinator, and Business Office Administrative Aide).
- » 60 part-time staff members (16 part-time Librarians, 15 part-time Library Aides, 18 part-time Library Assistants, nine part-time Library Pages, two part-time Marketing Assistants, one part-time Administrative Aide).
- » Diverse staff in terms of race, culture, age, gender.

PRE-COVID-19 USAGE STATISTICS (6-DAY SERVICE):

- » 1,241,000 annual circulation.
- » 410,145 visits per year.
- » 237,000 virtual visits per year.

PRE-COVID-19 USAGE STATISTICS (CONT.):

- » 700 programs per year.
- » Attendance at programs, 31,600 per year.
- » 63% of all Troy households have a library card.

COVID-19 PERIOD USAGE STATISTICS

- » 204 appointments per day for curbside pickup.
- » 730 holds per day.
- » Approximately 40,450 checkouts (physical and digital items) per month.
- » Social media followers: 6,501 (Twitter: 984; Instagram: 1,309; Facebook: 4,208).

COLLECTION:

- » 309,551 physical items.
- » Print collections for adults, teens, youth including large print.
- » Audiovisual collections for adults, teens, youth including DVD, Blu-ray, audiobooks, CDs.
- » Experience kits, Memory kits, other special collections.
- » Universal access collection for adults, teens and children with special needs.
- » International language collection of print and audiovisual materials.
- » Digital collections including Overdrive, Hoopla, Acorn, RBDigital magazines, databases.



EDUCATION, SKILLS AND ABILITIES



Successful candidates will be collaborative leaders who listen, build relationships and value teamwork. They will have a positive outlook and be genuinely excited about leading the Troy Public Library forward. The City is interested in candidates who have public library experience at the department head, branch manager, assistant director or director level.

THE SUCCESSFUL CANDIDATE WILL:

- » Hold a Master Degree in Library and Information Science from an ALA-accredited university program.
- » Have at least seven years of experience managing people and budgets in a public library.
- » Applicants with an equivalent combination of training and experience may be considered.
- » Have a Level I Permanent Professional Certification from the Library of Michigan or the ability to achieve this certification within 6 months of appointment.

THE LIBRARY DIRECTOR MUST:

- » Be proficient with Microsoft Office software.
- » Possess the ability to effectively utilize the City's financial planning software, Tyler (New World Systems).

Knowledge of library automation systems is desired, especially Polaris, which is currently used by Troy Public Library.

Must possess a valid Michigan driver license with a good driving record (based on City of Troy standards). Out of state applicants must provide current driving record at time of application and obtain State of Michigan license within one month of appointment.

As a condition of employment, the successful candidate must pass a background check and pre-employment physical.

SPECIFIC QUALIFICATIONS



- » Comprehensive knowledge of the principles of supervision and administration.
- » Comprehensive knowledge of public libraries, trends and developments.
- » Comprehensive knowledge of library laws, including Michigan Privacy Laws, principles of collection development, and ethical guidelines applicable to the position as outlined by professional standards and/or federal, state and local laws, rules and regulations.
- » Demonstrated ability to work effectively with a diverse workforce and provide leadership in organizational change.
- » Demonstrated organizational skills and attention to detail.
- » Ability to make decisions independently, and in accordance with established laws, regulations, City policies and procedures, including a demonstrated history of upholding ethical standards and exercising good judgment in applying and interpreting policies and procedures.
- » Ability to effectively express ideas of varied complexity verbally and in writing.
- » Ability to make presentations and answer questions before small and large groups of people.
- » Ability to analyze complex organizational and administrative problems and formulate, develop and present recommendations for their solution.
- » Ability to work effectively as an individual and team member.
- » Ability to exercise considerable tact and courtesy in frequent contact with department directors, city officials and other city staff, other organizations and the public.



CHARACTERISTICS AND TRAITS



- » A professional who has a reputation for personal and professional integrity, trustworthiness, a respect for confidentiality, and for leading by example and conducting all personal and professional interactions honestly, fairly, ethically and courteously.
- » A professional who can create an environment dedicated to teamwork and empowerment by seeking input from key staff and then setting the course for the Library to follow with clear expectations while allowing employees to manage and produce results.
- » A skilled listener willing to hear a different point of view or be apprised of the historical context of some issues; willing to listen to new ideas, encourage staff to generate new ideas, be innovative and creative when addressing those ideas and other issues.
- » A leader who can see the “big picture” as well as attend to details when necessary.
- » A leader who can strategically and articulate a vision for the department and successfully work with a diverse group of stakeholders.
- » A creative problem solver.
- » An expert performer who will display a strong work ethic and an optimistic “can do” attitude when addressing the complex issues facing the Troy Public Library.
- » An adaptable administrator who will have a commitment to diversity in staff and services to a diverse community.

ESSENTIAL DUTIES



- » Develops, organizes and coordinates a plan of library service to meet the mission and goals of the library and the needs of the community.
- » Plans, assigns, and exercises general supervision over the operation of the library.
- » Confers with the department’s leadership team on administrative issues and concerns.
- » Hires, evaluates, promotes, disciplines, and terminates staff.
- » Develops and manages the library budget. Authorizes all expenditures of funds allocated to the library.
- » Collaborates with community groups and other City departments.
- » Writes and administers grants.
- » Monitors Troy Public Library Endowment Fund, fundraises and plans donor events.
- » Directs marketing and public relations efforts.
- » Informs and educates Troy community about the Troy Public Library.
- » Develops and administers COVID-19 response plan.