



**May 10, 2023**

Farmington Community Library is proud to be a welcoming space for everyone in the Farmington and Farmington Hills community. Both FCL locations serve as public spaces for ideas, create collaboration between neighbors and businesses, and offer services that meet community needs. The library actively seeks individuals whose commitments and contributions will advance our mission to be a diverse and equitable organization. We seek applicants from all backgrounds to ensure we get the best, most creative talent on our team and reflect the community we serve.

**POSITION:** Assistant Director (FT Exempt)

**HOURS:** 40 hours per week, including days, nights, and weekends

**RESPONSIBILITIES:** Reports to and works with the Library Director and Branch Head to maintain a positive and productive organizational culture, with a focus on the Library's mission, vision, and values.

- Demonstrates exemplary knowledge of materials and understanding of Library services. Plans and coordinates Library operations with the Director and the Branch Head.
- Assists the Director in the planning, implementation, and evaluation of short- and long-term goals and capital projects.
- Able to manage, coach, hold accountable and conduct effective performance appraisals for designated staff; regularly meets with Administrative Team and staff to exchange information, ensuring coordination between the branches.
- Helps Library Director oversee management of entire library system to ensure excellent customer service through effective staffing, programming, facility maintenance and improvements, finances, marketing, and workplace safety and security.
- Collaborates with the Management Team in resolving public service challenges and ensures library services are accessible and convenient.
- Ensures effective management, scheduling, and operation of departments system wide.
- Regularly reviews and analyzes library policies/procedures affecting library services and recommends changes.
- Supervises the gathering, analyzing, and reporting of data related to the Library's collections, services, and programs.
- Is aware of emerging trends of library service and works with other senior staff to analyze Library operations in preparation for addressing those trends.
- Oversees staff committees and ensures a high level of collaboration, innovation, and response to service trends and community needs.
- Conducts any special projects, reports or activities as requested by the Director.

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Farmington Community Library

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- Works in conjunction with the Director to handle escalated personnel, patron, or other emergency issues.
- Attends meetings of the Library Board of Trustees; periodically attends community meetings.
- Constructively responds to and addresses patron feedback regarding programs and services and resolves issues.
- Acts as the FOIA deputy in the absence of the Library Director and may work with the Library Director to respond to FOIA requests.
- Assumes leadership of library system in Library Director's absence.

**MINIMUM QUALIFICATIONS:**

- Master's degree in Library and Information Science from a school accredited by the American Library Association.
- Professional certification as a Librarian from the Library of Michigan.
- Four (4) years of progressively responsible library experience, including supervisory experience.
- Ability to appropriately handle confidential and sensitive information, with discretion and trust.
- Ability to plan, implement and evaluate effective library services, strategies, and facilities.
- Excellent verbal and written communication skills.
- Tactfulness and adaptability in dealing with other professional colleagues, the Board, staff, and the public.
- Awareness of changes in the library field through professional literature and participation in professional activities.
- Familiarity with current technology and trends. Able to correlate such trends to planning for future Library services.
- Capable of representing the Library or the Director at local or professional functions.
- Excellent organizational, problem-solving, process management and facilitation skills.

**SALARY:** Starting at \$71,440

**BENEFITS:** Vacation, sick leave, personal leave, and holidays, defined contribution plan, life insurance, health insurance

**APPLICATION:** Application, cover letter, and resume accepted through **Wednesday, May 31 at 5:00 PM. [Employment Application here](#)**

To: Farmington Community Library  
 Attn: Crystal Peterson  
 32737 W. Twelve Mile Road  
 Farmington Hills, Michigan 48334  
 Electronically to: [Crystal.Peterson@farmlib.org](mailto:Crystal.Peterson@farmlib.org)

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