

**YPSILANTI DISTRICT LIBRARY**  
**Job Posting: Librarian III -- Branch Manager, YDL-Michigan Avenue**  
**(Full Time/40 hours per week, Non-Union)**

**Date:** October 28, 2024

Located in the heart of downtown Ypsilanti, the Ypsilanti District Library's historic Michigan Avenue Branch will soon reopen following a catastrophic flood. YDL-Michigan Avenue has been completely restored, and will reopen with 3 new group study rooms, a dedicated tech lounge, and an entirely renovated Youth department.

The library is considered the "jewel" of downtown Ypsilanti, and it has been missed during its closure. When it reopens, we anticipate the branch will be busier and more heavily used than ever before. In response to public input, the Library also envisions a major addition to the branch in the next 5-10 years. We seek a proven, dynamic and innovative supervisor to manage the two-story, 12,000 square foot branch and provide leadership to its staff of 12 (8.75 FTE), amidst the challenges intrinsic to an urban setting.

**Nature of Work/Responsibilities:** Under the supervision of the Assistant Director, the Michigan Avenue Branch Manager performs professional and administrative duties to coordinate the services, staff, programs, and collections of the branch and direct its daily activities. Duties include:

- Supervises the day-to-day operation of the Michigan Avenue branch, including the development and administration of its programming and collection budgets
- Communicates effectively with and actively supervises branch staff, including scheduling, assignment of tasks, training, conflict resolution and performance appraisal
- Serves on the library's management team and participates in system-wide planning
- Coordinates branch services and operations within the total library operation
- Proactively communicates branch needs with YDL administration and other departments, including Information Technology and Facilities
- Identifies community needs and cultivates strong working relationships with external partners to further the YDL mission downtown and throughout the City of Ypsilanti
- Demonstrates a commitment to equity, diversity and inclusion by offering library programs, collections and services that are representative of diverse populations
- Stays abreast of professional trends, local news, and community events to ensure exemplary and responsive services
- Serves as YDL's Person in Charge on a rotating basis
- Compiles statistics necessary to evaluate the branch's activities and prepares reports as requested
- Fills in at public service desks when necessary to ensure excellent service
- Other duties as assigned

**Qualifications and Necessary Knowledge, Skills, and Abilities:**

- Master's Degree in Library Science or equivalent from an ALA accredited institution
- Minimum five years progressively responsible professional public library experience

- Successful supervisory experience and strong leadership skills
- Enthusiastic, positive commitment to public service
- Experience with underserved populations, such as immigrants, people of color, people with disabilities, homeless people, people living in poverty, and LGBTQ people
- Excellent communication and conflict resolution skills
- Ability to think creatively and adapt to change
- Experience with team building and motivating staff
- Ability to establish/maintain effective working relationships with colleagues, supervisors, community partners, and the public
- Demonstrated ability to work collaboratively, organize work, and set priorities
- Ability to make administrative decisions and interpret library policies
- Grant-writing experience and a working knowledge of social work principles desirable
- Flexibility to work evening and weekend hours as needed
- Must possess a valid driver's license

**Salary/ Benefits:**

\$63,700-\$80,000 annual salary. YDL offers a comprehensive benefits package including generous paid time off, 12 paid holidays, family health/vision/dental insurance, and contribution to a MERS retirement plan.

**Timeline:**

Flexible; desired start late January/early February 2025.

**To apply**, send resume, cover letter, and completed application form (available online at [www.ypsilibrary.org](http://www.ypsilibrary.org)) by Friday, November 22, to:

Human Resources  
Ypsilanti District Library  
5577 Whittaker Road  
Ypsilanti, Michigan 48197

or [lisa@ypsilibrary.org](mailto:lisa@ypsilibrary.org)

*The Ypsilanti District Library is committed to creating and sustaining a diverse workforce, and proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, gender, gender identity or expression, sexual orientation, national origin, or age. YDL has an internal workgroup dedicated to equity, diversity, and inclusion, with the goal of a diverse workforce that is representative at all job levels, of the citizens we serve, to support a more equitable future for all.*