

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

Date: January 31, 2025

Since the Ypsilanti District Library's Superior Branch held its grand opening in November, 2022, it has been enthusiastically embraced by the surrounding community. The branch is located in the southern portion of Superior Township, within walking distance of both middle-class neighborhoods and some of Washtenaw County's most economically disadvantaged ones. Many users also visit from the northern, more rural parts of the Township.

We seek a proven, dynamic and innovative supervisor to manage the 7,800 square foot library, provide leadership to its staff of 10 (6.725 FTE), and continue to grow library usership in the area. The very popular branch features a large meeting room, two small group study rooms, an interactive play area for youth, a learning garden, and a cozy fireplace. Bird-friendly glass and a 46kw solar array promote sustainability to visitors while enhancing the building's airy design.

Nature of Work/Responsibilities: Under the supervision of the Assistant Director, the Superior 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 Superior branch, including the development and administration of its programming and collection budgets
- Coordinates the branch's slate of activities for YDL's annual Summer Challenge
- 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 in the vicinity
- 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 using a trauma-informed approach with underserved populations, notably youth and families living in poverty
- 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 schedule that regularly includes evening and weekend hours
- 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 March/early April 2025.

To apply, send resume, cover letter, and completed application form (available online at www.ypsilibrary.org) by Thursday, February 20, to:

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

or 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.