

About the Community:

Fremont, Michigan, in Newaygo County, is located less than an hour's drive from Grand Rapids and less than 40 minutes from downtown Muskegon and provides the benefits of a rural location with bigger city amenities such as a local performing arts center that hosts internationally renowned entertainers. There is access to highly regarded medical care locally as well as multiple fitness center locations and numerous parks, forests and lakes for walking, biking, boating, and other outdoor activities.

About the Library:

The Fremont Area District Library, serving a population of 13,885, was established in 1996 and opened the doors of its current building on Valentine's Day in 2000. With a staff of 17 it has an excellent reputation for its programs and services, commitment to the community, and welcoming atmosphere where patrons can explore, engage, and learn. The library is a member of the Lakeland Library Cooperative. The library was the recipient of the State Librarian's Excellence Award for 2023 which recognizes a library in Michigan that exhibits outstanding customer service.

Job Title: Assistant Director

Full-time, 36 hours/week. Salary range: \$58,000-\$62,000

Summary: The Assistant Library Director position works closely with the Library Director in administration and operation of the Fremont Area District Library and performs programming librarian duties.

Duties and Responsibilities include the following. Other duties may be assigned.

1. Assists in selecting, interviewing, hiring, and training new employees
2. Responsible for some adult craft programming
3. Keeps abreast of new library trends, making recommendations to Director as needed, preparing applications and applying for grants as needed
4. Assists in developing and carrying out the library's mission, goals, and vision
5. Attends community events and meetings as necessary
6. Knowledgeable with the library's policies and procedures
7. Plans and hosts programs and events for patrons including at least one book club each month
8. Attends workshops and conferences as appropriate for continual professional development
9. Makes recommendations to the Director for improvements or changes in library policy and documentation, the interior and exterior of the building and technology.
10. Ability to handle incident reports from staff and patrons graciously and with discretion
11. Collaborates with community members for programming and outreach
12. Collaborates with other library staff members where areas overlap (i.e. works with Outreach Librarian to make sure all events get into the library newsletter and onto library social media platforms)
13. Responsible for bringing any issues with staff or patrons to the attention of the Director as deemed necessary
14. Tracks library statistics for purpose of reporting to the Board and for State Aid reports
15. Maintains knowledge of new developments in the library profession, including technological advances, through professional reading and professional development opportunities
16. Exhibits helpful, positive, friendly, and professional demeanor to all patrons and staff..

Benefits

11 paid holiday days

Paid sick and vacation time

Generous pension plan options

Health, dental, and vision insurance options

Requirements

Education/Experience:

Master's degree in Library Science or Information Science (MLS or MLIS) from an American Library Association (ALA) accredited school. Minimum of three years professional library experience.

Supervisory experience preferred but not required.

Other Requirements:

Permanent Professional Certificate from the Library of Michigan

Possession of a valid Driver's license