

The Bridgeport Public Library is a Class IV library serving a diverse population of over 12,600 residents in Bridgeport and Spaulding Townships. The library is open 60 hours, six days a week with a staff of 7 and an approximate annual budget of \$360,000. The Bridgeport Public Library is a member of the White Pine Library Cooperative and Valley Library Consortium.

Due to the retirement of the current director, the Board is seeking a dynamic, positive individual to lead the library. The successful candidate will be a “hands-on” administrator, be visible in the library and in the community, have a vision for library service, and have the ability to articulate that vision to the Board, the staff, and the public. Candidates will have strong technology skills and a vision for the use of technology in providing library services, be an excellent communicator, and have experience in managing and directing employees. Candidates should also be able to demonstrate customer service focus, financial management expertise, and strong Board relations. A complete job description is available at www.bridgeportlibrary.org.

Qualifications:

Required:

- Master’s Degree in Library Science from an accredited program
- Ability to obtain a Level 2 certification from Library of Michigan within 1 year of hire date.

Preferred:

- A minimum of 2 years of progressively responsible public library experience.
- Extensive knowledge of current public library principles, methods and practices.
- Strong commitment to customer service, community engagement and team building.
- A working knowledge of budget preparation, grant writing, and fundraising.

Salary Range: \$45,000-50,000 depending on experience and qualifications.

Application Procedure

Please send a cover letter, resume and names and contact information for three professional references. Please include a one-page written statement expressing your view on the primary challenges facing public libraries today, and share your vision on how best to address these challenges.

Mail to:

Director Search Committee
Bridgeport Public Library
3399 Williamson Road
Saginaw, MI 48601

Submit Electronically to:

r.rice@bridgeportlibrary.org
Subject line: Director Search

Application deadline: April 20, 2018