



**Position: Library Director**

Reports To: Library Board of Trustees

Hours: 25 hours/week

Starting Pay Range: \$14-17/hour, dependent on qualifications

The Sodus Township Library is a Class I rural library in Southwest Michigan serving 2,000 people. Under the direction of the Sodus Township Library Board of Trustees, the Library Director develops, administers, supervises, and coordinates the work of the library.

**Job Requirements**

1. High school diploma or its equivalent and one year of library experience; or Bachelor's degree from an accredited college or university
2. Outstanding interpersonal skills, including oral and written communication skills
3. Ability to work collaboratively with the Board of Trustees and the community in service of the library's mission
4. Strong planning, organizational, and management skills
5. Computer skills and visual acuity necessary to access and read information on the computer. Must be comfortable using email, perform internet and online database searches, and utilize basic office software including word processing and spreadsheets.
6. Ability to operate a variety of library equipment including a computer, printer, scanner, fax machine, copy machine, and other equipment as added or required. Requires hearing ability to answer telephone and patron inquiries.
7. Physical ability to push/pull fully loaded book carts weighing up to 70 pounds, retrieve or place materials above shoulder or below knee level, and lift/carry materials or furniture that typically weighing 25-35 pounds.

**Preferred Qualifications**

1. Customer service experience or other successful work with members of the public
2. Knowledge and interest in popular fiction books, nonfiction books, and movies
3. Knowledge of QuickBooks, Integrated Library Systems (VERSO and Innovative Millennium), and website editing
4. Master of Library Science or enrolled in a Master of Library Science program at an accredited institution

**Duties**

1. Leadership of daily operations of the library
2. Development and evaluation of library services, programs, and events
3. Keeps informed of current developments in the library field by reading current literature and by attending trainings and workshops relevant to the profession
4. Financial management of the library, including preparation and administration of annual library budget
5. Collection development and maintenance, including purchasing, evaluating, and deselecting
6. Library building management
7. Supervision of library staff and volunteers
8. Performs other job functions as necessary

Interested persons should apply by submitting a resume, cover letter, and three references to:  
sodustwplibrary.es@gmail.com