

Job Opening Checklist- Chelsea District Library

Position: Head of Technology

Current employee last day 12/31/25

1. Review job description (any changes need to be OK'd by director) X (HR/manager; place in shared HR/job description folder)
2. Draft posting X (Manager reviews standard posting, changes if needed; AdmAsst places. *Posting* includes intro, job description, date resumes due, and where to send)
3. Internal posting None (management team decides)
4. Accept resume until filled (AdminAsst manages resumes)
5. External posting (manager decides; AdminAsst places w/help from managers):

Digital marketing/CDL web/Empl page VK (Chris is back-up for Empl page)

CDL bb CB/LB **Chelsea Update** **TLN news/web** CB/LB

Michlib-I SP **Publib-I** SP

SI iTrack CB **mitalent.org** CB (*State of Mich*)

EMU CB https://app.joinhandshake.com/employer_registrations/new

UofM can be done w/EMU posting

6. Review resumes as they arrive (Director & manager decide interview team; team review resumes)
7. Interviews to start TBD (Interview team: Lori, Linda, Scott, Virginia)

New position to start- November 3rd, 2025