

Lyon Township Public Library
26076 S. Milford Rd
South Lyon, MI 48178
www.ltpl.org

Job Posting: Assistant Library Director
Hours: 40 hours/week, including weekend and evening shifts
Pay: \$72,000 - \$78,000
Benefits: Paid holidays, pension, deferred compensation plan, flexible scheduling, generous PTO, Employee Assistance Program, amazing co-workers, health insurance (including optical & dental), membership in MLA & ALA

Applications accepted: Until November 5, 2026
Expected starting date: November/December 2026

Applications: Send a cover letter, resume & three references to Holly Teasdale, Library Director, at hteasdale@ltpl.org

The Lyon Township Public Library is searching for an Assistant Library Director to join us at our new, beautiful facility in Lyon Township. The Assistant Director assists in overseeing operations, implementing policies and strategic initiatives, coordinating staff development and training, and serves as the manager of the library and building operations in absence of the Director. The Assistant Director is also the direct supervisor of the Circulation and Technical Services Departments.

Essential Job Functions:

- Provide day-to-day management of the Circulation and Technical Services Departments, including the supervision, evaluation, training and hiring of staff.
- Serve as the Library Director's primary second-in-command, providing leadership and decision-making support across the library.
- Assist in creating, updating and communicating library policies and procedures.
- Participate in Strategic Planning process.
- Foster a culture of customer service excellence.
- Provide expertise in Shared System rules and policies of the library cooperative, and maintain active involvement in cooperative committees.
- Work collaboratively across departments to achieve library goals, as well as fostering a welcoming workplace for all employees.

Required Qualifications

- MLIS/MLS from an ALA accredited school
- Four years of management experience, including direct supervisory experience
- Demonstrated knowledge and experience working in a public library environment
- Demonstrated experience with strategic planning, budgeting, and a commitment to staff engagement
- A positive and enthusiastic approach to public library service
- Ability to manage, coach, hold accountable and lead designated staff
- Ability to quickly understand and utilize new systems, technologies and processes
- Effective oral and written communication skills
- Sense of humor