**Millington Arbela District Library**

**JOB POSTING: Library Director**

The Millington Arbela District Library is accepting resumes for the position of Library Director.  
 **Opportunity:**

The Millington Arbela District Library is a Class III library serving a population of over 7,000 in the Village of Millington and Millington and Arbela Townships. Millington is a charming rural community located in the Thumb of Michigan yet conveniently located to the nearby cities of Frankenmuth, Birch Run, Saginaw, Flint, and Bay City. The Southern Links Trailway trail head is located two blocks from the library and brings a variety of recreational opportunities. The Village and surrounding areas have many quaint antique shops, local eateries, parks and hosts many community events, including The Millington Summer Festival and Christmas in the Village.   
  
The library is open 57 hours, six days a week with a staff of nine and an approximate annual budget of $330,000. The Millington Arbela District Library is a member of the White Pine Library Cooperative.  
  
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. A complete job description is available at <http://millingtonlibrary.info/> .

**Key Expectations:**

The Library Director serves as the executive officer of the library, reporting directly to the Board of Trustees. The Director is responsible for all library functions, including:

* Day to day operations
* Delivery of library services and programing
* Strategic planning, technology, and budgeting
* Supervision and management functions
* Establishing and maintaining effective working relationships with community leaders, public officials, professional groups, library employees and the general public.

**Essential Qualifications:**

* Bachelor’s degree plus 2-3 years of library experience in an increasingly responsible supervisory and/or administrative position
* Have completed or have the ability to obtain a Level 3 certification from the Library of Michigan within 1 year of hire date
* Ability to communicate effectively verbally and in writing with staff, patrons, vendors, and trustees

**Desired Qualifications:**

* Master of Library and Information Science (MLIS) degree
* Long range and strategic planning experience
* A working knowledge of budget preparation, use of QuickBooks software, grant writing and fundraising.

**Salary and Benefits:**

**Starting Salary Range:** $55,000-$60,000 based on qualifications and experience. Benefit package includes paid holidays, vacation, personal days, health insurance and MERS retirement.

**Job Type:** Full time

**Contact:** The Millington Arbela District Library is an equal opportunity employer. Deadline for applications is **September 13th, 2024.** Interested individuals should send a cover letter, a resume, and contact information for three references to: [millingtondirectorsearch@gmail.com](mailto:millingtondirectorsearch@gmail.com)