

**Library Director Position Posting
Columbia Township Library
6456 Center St.
Unionville, MI 48767**

The Columbia Township Board of Trustees is seeking candidates for the position of Library Director of the Columbia Township Library. The Columbia Township Library is a Class I library located in Unionville, MI. The Library, which is a member of the White Pine Library Cooperative, completed a remodel and expansion of its facilities in March 2021.

Job Description

The Library Director is responsible for the day-to-day operation and management of the library in accordance with Library policies and guidance from the Board of Trustees. The Director is responsible for the facilities, financial management and personnel of the Library. This position is part-time (20 hours per week, no benefits, flexible schedule) and directly accountable to the Board.

Job Qualifications

Management and supervisory experience
Strong communication skills
Knowledge of computers and library technology
Experience with fiscal management and reporting
Library of Michigan Level 4 Staff Certification required or achievable within 6 months of hire

Job Duties

Administers library financial activities within the Board-approved budget
Attends monthly Board meetings
Recommends policies to the Board and manages their implementation
Manages and trains library staff
Prepares annual state aid report
Directs maintenance of the library building and grounds
Plans long-term goals and vision for the library's role in the community in collaboration with the library staff and Board of Trustees

Application Materials

Please submit a cover letter, resume, and three professional references to clerk@columbiatownshipmi.com.
The deadline for applications is June 17, 2024