

Job Description

Covert Branch Manager

Position Title: Covert Branch Manager.

Hours & Compensation: Full time hourly at 40 hours per week with benefits. Some nights and weekends required. Salary starting range: \$50,000-65,000 depending on qualifications and experience. Benefits include Health Insurance including vision and dental, 401A with Match with 457 option, long term disability, paid life insurance, and mobile phone use reimbursement.

Qualifications: Bachelor's degree required; MLIS preferred. Prior library experience required. Supervisory experience preferred.

Nature of Work: Van Buren District Library is seeking an enthusiastic and engaged leader for its Covert Branch, which is located at:

33680 M-140 Hwy
Covert, MI 49043

A map may be found here: <https://tinyurl.com/5ebe5k74>

Just minutes from Lake Michigan and amidst a rural county with many farms, parks, and places to camp. Van Buren District Library is located in Van Buren County and serves over 44,230 residents from its seven branch locations.

The Covert Branch Manager is a position of responsibility, requiring a person willing to perform a wide variety of duties. The Covert Branch Manager must have an understanding of rural community library service and be effective in developing good public relationships. The Covert Branch Manager serves on a full-time basis which includes some evening and Saturday hours. These hours should reflect the best interests of the Covert community and the Library District. The Covert Branch Manager is responsible to the Executive Director. It should be recognized that many, if not all staff members serve in multiple, often unrelated roles. This is standard practice at VBDL.

Responsibilities:

- Supervision of the Covert Branch of the Van Buren District Library.
- Train, schedule, and supervise branch staff with a focus on excellent customer service.
- Maintain a welcoming environment and branch library facility function and appearance in collaboration with local government and library administration; report building and grounds problems to local government staff and library administration.
- Provide patrons with technology help and meet their information needs.
- Ability to troubleshoot library equipment problems (ex. replenish copier supplies, etc.)
- Develop children's and adult events and classes in keeping with library district best practices in conjunction with the Assistant Director, PR & Technology Instruction Librarian, and other Branch Managers
- Serve as Branch liaison for local officials, local schools, and other community organizations.
- Attend Library District and local organization meetings requiring personal transportation.



- Under the Collection Development team's guidance, actively manage the Branch's physical collection using current data to weed, rotate, and replace materials.
- Oversight of the Branch's circulation activities, including ILL and MeLCat
- Other tasks as required by the Library Director.

Knowledge, Skills, and Abilities:

- Desire to meet and serve the public in a welcoming and professional manner.
- Knowledge of managerial policies and practices related to the management of the Branch.
- Excellent organization and planning skills with the ability to work independently and as a team leader.
- Intermediate level computer skills including Microsoft Office and Internet utilities.
- Ability to work some evening and weekend hours
- Ability to establish and maintain effective relationships with associates, supervisors, local officials, and the public.
- Ability to read fine print with or without corrective lenses, to lift up to 30 pounds, bend, twist, crouch, kneel and refile library materials up to 90 inches in height.

The duties and responsibilities for this position, including essential job functions and responsibilities, supplement Van Buren District Library Personnel Policies and work rules applicable to all employees and may change or increase by practice or policy, as deemed necessary by the library. The library reserves the right to assign work outside of an employee's regular job assignment. The library also reserve the right to change an employee's regular job assignment, work location, or job description at any time.

To Apply: Please submit a resume and relevant cover letter to Dan Hutchins, Executive Director, by email to dhutchins@vbdl.org. Applications accepted through Tuesday, July 9th, 2024.