**Library Director – Galesburg, MI**

Galesburg Charleston Memorial District Library

The Galesburg Charleston Memorial District Library is seeking a forward thinking Library Director. The Library is in Galesburg, MI which is located between Kalamazoo and Battle Creek, MI. This is a small city and rural community environment.

Status: 30 hours per week

Posted: September 8, 2014

Applications due: September 30, 2014

**Responsibilities:**

* Oversee day-to-day Library operations to ensure contract performance
* Oversee all budgetary matters
* Ensure customer-service focus and orientation of the Library
* Supervise, train and evaluate staff
* Manage, create and/or deliver exceptional programming and educational opportunities within the Library and through community outreach and oversee collection development
* Create and sustain excellent relationships with community groups and other organizations partnering with the library
* Prepares grant proposals and reports
* Reports to the Library Board

**Qualifications:**

* Four year college degree with Library experience preferred or MLS
* Ability to operate with minimum supervision and work in a team environment to build partnerships, find solution and make service enhancements
* Excellent oral and written communications abilities through various media
* Strong organizational and interpersonal skills with ability to motivate and lead others
* Ability to connect positively with library and community constituencies including the local governing authorities, community leaders and organizations, library staff, library patrons and the general public
* Skilled in technology including MS Word, Excel and oversee Library website
* Background check and drug test

To apply, send resume and cover letter electronically to [www.galesburglibrary@hotmail.com](http://www.galesburglibrary@hotmail.com) by September 30, 2014 Or mail to Galesburg Charleston Memorial District Library, 188 E. Michigan Avenue, Galesburg, MI 49053.