

**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 \$1.1 million 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

Bachelor's Degree required
A Master's Degree in Library Science is preferred
Management and supervisory experience
Strong communication skills
Knowledge of computers and library technology
Experience with fiscal management and reporting
Library of Michigan Level 3 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 March 1, 2023.

Please see the attached Staff Roles and Responsibilities for additional information.

Columbia Township Library - Staff Roles and Responsibilities

Director/Assistant Director/Librarian/Library Clerks

- Morning/Afternoon circulation and opening/closing duties
- Interlibrary Loan processing
- Provides reference/circulation help
- Other duties as assigned

Director

- Plans/tracks overall library budget
- Manages library publicity/website/social media
- Oversees facility upkeep
- Reports to the Library Board/attends Board meetings
- Manages staff/scheduling
- Recommends/implements library policies
- Attends Co-Op Meetings
- Oversees community outreach
- Prepares state aid annual report
- Oversees grants & manages grant projects

Assistant Director

- Manages selection and collection development of library materials
- Maintains library collection, supervises weeding, inventory, etc.
- Coordinates, plans and executes programming
- Create and supervise in-library displays
- Maintains programming and collection budgets
- Oversees Community Room requests and calendar
- Assists in grant writing
- Act as Director in the Director's absence

Librarian

- Cataloging and processing
- Supervise Technical Services
- Collection maintenance
- Maintain catalog, authority controls and new item aging process

Library Clerks

- Assist with Technical Services and programming
- Update new shelf & bestseller list
- Tracks technology lending
- Runs internal and Innovative overdue reports, contacts patrons

Library Pages (to be done by any staff member if no Page present)

- Shelf, straighten and shelf read
- Prep programming materials
- Dust shelves/light cleaning/trash & recycling
- Organize toys
- Help at circulation desk during busy times
- Other duties as assigned