**Library Director Job Posting**

The Lyons Township District Library is currently accepting resumes and seeking highly qualified applicants for the position of Library Director.

Reporting directly to the Board of Trustees, the Library Director is responsible for overseeing the daily operations of the library to efficiently and effectively serve the public needs. We are seeking a motivated candidate with strong communication skills.

Interested persons should apply by submitting a resume and cover letter (and letters of recommendation upon request) via mail to 240 E. Bridge St P.O. Box 185 Lyons, MI 48851 C/O Board of Trustees by Friday, April 15th 2022. Questions may be directed to the same address or to Hana Pung, the current Board President, at [hanapung@gmail.com](mailto:hanapung@gmail.com).

Located in Lyons, MI the Lyons Township District Library is a Class 1 library with over 2,000 cardholders serving a community with 3,667 residents.

**Full-Time Position:** 38 hours per week (which includes 4 hours of administrative time), including some weekends and evenings

**Compensation and Benefits:**

* Competitive salary range between $28,000 - $33,000 based on experience and qualifications
* Paid Time Off (PTO) to be 76 hours (2 weeks) per fiscal year and paid holidays to be those that fall on a regularly scheduled open day of the library
* Time allowed for Professional Development/Conferences
* The library contributes up to 5% to the Municipal Employees’ Retirement System (“MERS”)

**Qualifications:**

* Eligibile for professional certification in compliance with state law
* At least 1 year of experience working in a library preferred
* High School diploma required
* Reliable transportation

*The Lyons Township District Library is an equal opportunity employer. The Lyons Township District Library is committed to the full inclusion of all qualified individuals. In keeping with our our commitment, The Lyons Township District Library will take the steps to assure that people with disabilities are provided reasonable accommodations. Accordingly, if reasonable accommodation is required to fully participate in the job application or interview process, to perform the essential functions of the position, and/or to receive all other benefits and privileges of employment, please contact* Hana Pung, the current Board President, at [hanapung@gmail.com](mailto:hanapung@gmail.com)*. The Lyons Township District Library Board reserves the right to change duties and work hours as necessary. This job description is not intended to be all inclusive and does not constitute a written contract.*