

LIBRARY DIRECTOR POSITION

The Armada Free Public Library is a Class II Library and has an opening for a full time Library Director. This person would be responsible for managing the operations of our library which includes its staff, resources and services.

Key Responsibilities

Oversee all aspects of library operations including but not limited to staffing, budget management, collection development, strategic planning and facilities maintenance

Represent the library to the community

Attendance and participation in the meetings of the Suburban Library Cooperative

Updating, developing and implementing library policies and procedures

Monitor and evaluate library services and programs

Monitor and evaluate staff

Ensure that library's collection is relevant and meets the needs of the community

Work closely with library board in regard to operations, policies and planning

Requirements and Qualifications

Bachelor's degree in Library Science or related field required

Master's degree in Library Science or related field preferred

Experience in working in a public library

Leadership and management experience preferred

Familiar with the Polaris circulation system

Strong understanding of technology and its applications in library services.

Excellent communication, interpersonal and presentation skills

Knowledge of local, state, and federal library regulations

Salary range \$55,000 - \$70,000 based on education and experience.

To apply send resume on or before May 31, 2025

email to armadadirector@libcoop.net

Or mail to Armada Free Public Library 73930 Church Street Armada, MI 48005