**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 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**

Management and supervisory experience

Strong communication skills

Knowledge of computers and library technology

Experience with fiscal management and reporting

Library of Michigan Level 4 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 August 2, 2024