The Seville Township Public Library is seeking qualified candidates for the position of Library Director.

For more information please contact the library 989-833-7776 or email sevilletownshiplibrary@gmail.com

POSITION TITLE: Library Director (approximately 25-30 hours/week, irregular hours)

LOCATION: Seville Township Public Library-Riverdale, MI

PAY: $13-14 per hour (depending on experience)

BENEFITS: 6 paid Holidays, 5 paid Vacation days, 2 paid Personal days

The Library Director is responsible for the operation and management of the library in accordance by the Board of Trustees. The Director is responsible for financial management, personnel of the library, and facilities. The Board and the Director work in close cooperation, serving the board as its advisor and an active participant in planning and evaluating library services, goal setting and implementation, record keeping, and policy and budget development.

JOB QUALIFICATIONS

* High School Diploma required
* Prior library management and supervisory experience preferred
* An Associate degree preferred
* Ability to qualify for a level 4 Michigan Para-Professional Librarian Certificate by September 30, 2021
* Ability to make administrative decisions, develop policies and supervise staff
* Experience planning and implementing library programs at all levels
* Demonstrated experience with technology and recent technology trends
* Knowledge on library trends
* Demonstrated experience with budget and fiscal management
* Ability to prepare reports and communicate clearly in written and oral form
* Ability to exercise initiative and independent judgement
* Ability to motivate and maintain effective working relationship with all library stakeholders
* A desire to serve the public and provide excellent customer service
* Ability to lift at least 25-50 lbs
* Ability to stand and sit for long periods
* Ability to perform routine building maintenance functions as required.

Candidates should forward a cover letter addressing the qualifying requirements, a resume, and three professional references with contact information including name, email and telephone number by August 14, 2020 to Emma Erekson at sevilletownshiplibrary@gmail.com

Hire date: on or before Monday 31st August 2020