

AVAILABLE POSITION: Public Services Librarian

WORK SCHEDULE: Full-time, 40 hours per week, including some evening and weekend hours.

Salary: Starting at \$40,000/year. Benefits include healthcare, vacation and sick time.

JOB SUMMARY: The Head of Public Services has responsibility for supervising and training the Public Services staff, including Youth Services and coordinates the publicity and programming functions of the Branch District Library. The Head of Public Services also acts as a branch manager for the Coldwater Main Branch. This is a full-time, salaried position scheduled for 40 hours per week. The work schedule may include some nights and weekends.

REQUIREMENTS:

Master's degree from an ALA accredited college or university in Library and Information Science or equivalent. Experience working in a library setting. Experience managing and supervising staff. Commitment to customer service excellence. Excellent oral and written communication skills. Expertise with computer technology and an understanding of its potential in providing high quality library services. Ability to organize multiple assignments and work independently. Demonstrated initiative and creative approach to attaining departmental goals. Knowledge of the philosophy and techniques of library service for patrons of all ages.

Additionally, to perform the essential functions of the position, an individual may be required to maintain a physical condition necessary for sitting, walking, and/or standing for long periods of time; lifting or carrying light to moderately heavy objects; operating assigned equipment, including computers.

PREFERRED QUALIFICATIONS:

Experience managing and supervising staff in a library setting. Minimum of 5 years library experience.

APPLY: Submit application available at <http://www.branchdistrictlibrary.org/employment> and send resume with cover letter and contact information for three references to: Gina Horn, Administrative Assistant at HornG@BranchDistrictLibrary.org.

DEADLINE: Application will be accepted through 5:00 pm on Wednesday, March 23, 2015, though the position will remain open until a qualified candidate is found.

PLEASE NOTE: All candidates will be notified of our decision by mail or phone within 3-4 weeks after the deadline date. We ask that no inquiries be made about the status of your application during this period.

The Branch District Library System is an Equal Opportunity Employer. All personnel decisions will be administered without regard to race, color, religion, ancestry, national origin, sex, disability, marital status, or veteran status.

Evette Atkin, Library Director, Branch District Library, 10 E. Chicago Street, Coldwater, MI 49036, 517.278.2341 x16, AtkinEve@BranchDistrictLibrary.org.