**CLINTON TOWNSHIP PUBLIC LIBRARY**

**Library Director**

Approx. 30 hours/week (some evenings and weekends required)

**SALARY:** $35,000+ based on experience

**LIBRARY HOURS**: 11AM to 7PM, Monday thru Thursday.   11AM to 6PM, Friday.  10AM to 2PM, Saturday

**JOB SUMMARY:**

* Responsible for administrative duties of the Clinton Township Public Library, including the following:
* Establishing library methods and procedures.
* Hiring and supervising library personnel.
* Promoting library services for all potential users including children and adults.
* Administering all library programs and services to meet community needs.
* Recommending library policies.
* Managing library operations and selecting materials with budgetary guidelines.
* Preparing the annual budget and presenting it to the library board for approval.
* Acting on the library board’s decisions and ensuring adherence to these decisions.

**QUALIFICATIONS:**

* Four year college degree from an accredited university.
* Motivated, creative and able to work independently.
* Professional and enthusiastic attitude for providing service to the community of the Clinton Township Public Library.
* Strong oral and written communication skills.
* Meticulous attention to detail.
* Ability to establish and maintain relationships with the library board, community and employees.
* Broad knowledge base of electronics, computers, software applications and internet resources.

 Submit resume with cover letter and references to Clinton Township Public Library via email to “[clintonlibrary@clinton.lib.mi.us.](mailto:clintonlibrary@clinton.lib.mi.us.)”

Selected candidate will be expected to pass a drug screen and criminal background check prior to employment.

**APPLICATION DEADLINE**:  Friday, November 18, 2016, 5PM