

DARCY LIBRARY OF BEULAH

PO Box 469

7238 Commercial Street

Beulah, MI 49617

March 27, 2017

POSITION: Library Director

The Board of Trustees of the Darcy Library of Beulah is recruiting candidates for the position of Library Director. The award-winning Library serves about 3,000 patrons in a small northwest Michigan community. The Library is housed in a building built in 2006 with the support of a very active Board and Friends group.

REQUIREMENTS: Candidates should be well versed in current technology and possess supervisory, communication, organizational, decision-making and public relations skills. The candidate must work cooperatively with the Library Board, the Friends of the Darcy Library and other local libraries. Ability to write and procure grants is a plus. Minimum requirements are a bachelor's degree from an accredited college or university and a Michigan Level 3 Certification. A MLS/MLIS from a graduate program accredited by the American Library Association plus experience in administration of a public library is preferred but not necessary.

DUTIES: As Director, the person will be responsible for all library operations and supervision of part-time staff & volunteers, budget, programming and service to the public.

SALARY: From \$30,000 to \$32,000, commensurate with experience. Vacation and sick pay are provided.

APPLICATION PROCEDURE: Applications will be accepted until 5:00 pm EST on April 14, 2017. Electronic submissions are required. Interested individuals should send a cover letter and a resume that addresses the position requirements. Candidates selected for interview will need to provide three references with contact information. Please email to: ***jobs@darcylibraryofbeulah.org***