Job Posting

Position: Library Manager, full-time, 30-35 hours per week

Hours: Monday, Tuesday, Thursday, and Friday – 10am-5pm; Wednesday – 1pm-8pm;

Saturday – 10am-2pm

Reports to: Library Director

Hourly rate: $13.88/hr.

The DeTour Public Library is a member of the Superior Library District, which serves residents in Mackinac and Chippewa counties. The library is located within the town of DeTour, MI. This is a quiet community located near a number of local recreational activities for outdoor enthusiasts. The library is small and is considered a School/Public Library. It is located in the DeTour School Building. The Superior District Library is seeking a personable, enthusiastic, responsible individual to join us on our journey.

The DeTour Public Library is crucial to SDL’s program of public service for this small community. The successful candidate will work with both the Superior District Library, and with teachers and school administrators to promote the goals of the DeTour Area Schools. Duties include:

• Plan, promote, and host innovative adult and general family programs

• Collection development and weeding of materials including fiction, nonfiction, audiobooks, large print, and electronic formats within the designated budget

• Provide comprehensive reference and readers’ advisory services

• Assist our guests with the use of the library including print and electronic materials such as technology instruction, Internet navigation, use of Microsoft Office programs, Overdrive, Consumer Reports, in-house PAC, MeLCat and Mel databases, and all other library services as needed

• Work independently within the guidelines set by library policies and the Library Director

• Motivate, establish and maintain effective working relationships with coworkers, supervisors, volunteers, other community agencies, and the public

• Assume responsibilities for supervision of personnel and facilities

• Maintain awareness of new developments and trends in the field through professional journals, workshops, conferences, etc.

• Perform public relations functions such as preparing promotional materials and press releases, developing in-house displays, maintain library social media accounts, and participate in community outreach opportunities that may require public speaking

• Perform other related duties as required

Minimum qualifications:

• High School diploma or equivalent

• Delivers consistent, friendly, attentive, high quality customer service

• Demonstrated knowledge of library materials/resources of interest to adults

• Excellent verbal and written communication skills

• Able to prioritize duties, meet deadlines, work independently, and assume responsibility

• Awareness of new developments and trends in public libraries, the community, and society

• Full range of Internet and Microsoft Office skills

• Flexibility in scheduling including evenings and Saturdays

• Able to troubleshoot library technology

Physical requirements:

• keyboarding, using the telephone, lifting, pushing, pulling, carrying objects weighing up to 50 pounds, walking, bending, stooping, crouching, reaching, carrying, climbing ladders, pushing book carts

• Standing or sitting for periods of time

Benefits

Paid time off for vacation, sick time, personal days and paid holidays after probationary period

Applications will be taken until the position is filled, and should be sent electronically to Lisa Waskin, Director of the Superior District Library at lisaw@uproc.lib.mi.us or mailed to Superior District Library, Attn: Lisa Waskin, 541 Library Drive, Sault Ste. Marie, MI 49783.