

## **Leelanau Township Library, Library Director**

Located in beautiful Northport at the tip of the Leelanau Peninsula in Northwest Lower Michigan, the Leelanau Township Library is a Class 1 Library with over 4000 card holders.

**Full-Time Position:** 35 hours per week including some weekends and evenings.

### **Position Summary:**

The Library Director oversees all operations of the Library including, integrated library systems, collection development, reference and reader guidance systems, acquisitions, program development and publicity, using current technology and best practices at the direction of the Leelanau Township Board.

### **Compensation:**

Salary of \$38,000 to \$40,000 a year based on experience with a generous benefits package.

## **Preferred Qualifications**

### **Education:**

Master of Library and Information Science from an ALA accredited institution or four year undergraduate degree.

Minimum 3 years library experience.

### **Knowledge Of:**

- Library practices, procedures, techniques, budgeting and finances.
- Books, readers' advisory and reference work.
- Personnel issues and policy issues.
- Library law and the greater library community.
- Timeliness, tact, confidentiality and adherence to the standards of accuracy.
- Technology including Microsoft Windows and Office Suite.

### **Ability To:**

- Work with public.
- Maintain effective working relationship with Township Board.
- Focus and plan within the budget.
- Be self-motivated and work unsupervised.

- Be adaptable and flexible.
- Produce written reports.
- Establish goals.
- Manage staff and volunteers.
- Manage technology and the changes it brings to the library.
- Plan for the future and have a vision for the library and facilities.
- Be able to encourage and educate the Township Board and staff so that library undertakings are supported.
- Be able to market the library.
- Conceptualize the library as both physical and virtual.
- Inspire trust in the library.

**Physical Requirements:**

Must be able to lift up to 30 pounds. Normal/corrected eyesight and hearing. Walking, stooping bending may be required.

*The Leelanau Township Library is an equal opportunity employer. The Leelanau Township Board reserves the right to change duties and work hours as necessary. This job description is not intended to be all inclusive and does not constitute a written contract.*