



February 28, 2020

POSITION OPENING

BRANCH LIBRARY MANAGER: The Van Buren District Library is seeking a dynamic and outgoing individual ready to inspire excellence in library service for the Bangor Branch Library in Bangor, Michigan. The Van Buren District Library serves 44,000 residents at seven locations throughout Van Buren County.

Responsibilities include: administration of branch facility, supervision of staff, planning and oversight of classes & events, public relations & social media duties, development of the branch library's collections, and assisting library users with reference and digital resources including eBooks, downloadable content, and databases.

Required qualifications include: Bachelor degree and library experience. Ability to work with the community, ability to provide excellent customer service, and computer skills including experience with Microsoft Office and Internet utilities also required. Experience working with children strongly preferred.

This position is 30-34 hours per week. Some evening and weekend hours are required. Salary range: \$18.21 -\$20.19 per hour, dependent on qualifications. Includes some benefits, but not health insurance.

Return cover letter, resume and professional references to:

Molly Wunderlich, Associate Director
mwunderlich@vbdl.org

Applications received by March 20, 2020 will receive first consideration