

Library Director Position
Columbia Township Library
6456 Center St.
Unionville, MI 48767

The Columbia Township Board of Trustees is seeking candidates for the position of Library Director of the Columbia Township Library. The Columbia Township Library is a Class I library located in Unionville, MI. The Library, which is a member of the White Pine Library Cooperative, recently completed a \$1.1 million remodel and expansion of its facilities.

Job Description

The Library Director is responsible for the day-to-day operation and management of the library in accordance with Library policies and guidance from the Board of Trustees. The Director is responsible for the facilities, financial management and personnel of the Library. This position is part-time (25 hours per week) and directly accountable to the Board.

Job Qualifications

- Bachelor's Degree required
- A Master's Degree in Library Science is preferred
- Management and supervisory experience
- Strong communication skills
- Knowledge of computers and library technology
- Experience with fiscal management and reporting

Job Duties

- Administers library financial activities within the Board-approved budget
- Attends monthly Board meetings
- Recommends policies to the Board and manages their implementation
- Manages and trains library staff
- Prepares annual state aid report
- Develops and maintains the library's collection, resources, and programming
- Directs maintenance of the library building and grounds
- Plans long-term goals and vision for the library's role in the community in collaboration with the library staff and Board of Trustees

Application Materials

Please submit a cover letter, resume, and three professional references to ckolar@airadvantage.net. The deadline for applications is June 4, 2021.