



POSITION OPENING

BRANCH LIBRARY MANAGER: ANTWERP SUNSHINE LIBRARY

Consider becoming part of a vibrant and growing library system in beautiful southwest Michigan! The Van Buren District Library is seeking a dynamic, outgoing professional ready to inspire excellence in library service as the Branch Manager of the Antwerp Sunshine Library location. The Van Buren District Library serves 44,000 residents at seven locations in Van Buren County. The Antwerp Sunshine Library near Mattawan is located approximately 10 miles west of the Kalamazoo area, home to Western Michigan University and a lively downtown. It is also located 40 miles east of Lake Michigan. The region is recognized for its progressive spirit and cultural attractions as well as its sandy beaches, beautiful lakes, fresh produce, and wineries.

Responsibilities include administration, supervision of staff, oversight of classes & events, public relations & social media duties, collection development, and assisting library users with digital resources including Overdrive. Strong community collaboration and engagement skills required.

Full job description available upon request. 40 hours per week with full benefits including medical, dental, employer retirement contribution, paid time off. Two years previous public library experience required. MLIS preferred but will consider qualified MLIS students and those possessing a Bachelor's degree. Salary range: MLIS: \$42,203 - \$50,107 Non-MLIS: \$35,173 - \$41,766 Placement dependent upon educational attainment and experience.

Interested individuals should send a **relevant** cover letter, resume, and professional references via email only to:

Molly Wunderlich, Assistant Director, Van Buren District Library
mwunderlich@vbdl.org

Applications accepted until 4:00 PM, February 16, 2018

Van Buren District Library

Job Description

Branch Librarian

Nature of Work:

The Branch Librarian is responsible for all activities at a specified branch of the Van Buren District Library. Both clerical and professional tasks are included.

This is a position of responsibility, requiring a person willing to perform a wide variety of duties. The Branch Librarian must have an understanding of rural community library service and be effective in developing good public relations. The Branch Librarian serves on a full-time or part-time basis that includes some evening and Saturday hours. These hours should reflect the best interests of the community. The Branch Librarian is responsible to the Director.

Responsibilities:

1. Supervision of support staff
2. Develop and maintain branch collection
3. Perform circulation activities and maintain records, including ILL and MeLCat
4. Assist with reference and reader advisory service, including the use of electronic resources
5. Coordinate displays and other publicity activities
6. Weed branch collection
7. Develop children's programs under the supervision of the Children's Librarian
8. Maintain appearance of branch library
9. Attend monthly meetings at headquarters and at local Friends and/or advisory board meetings
10. Serve as liaison local officials, Friends groups, and/or advisory boards, and report any questions or concerns to Director
11. Other tasks as requested by the Director

Desired Qualifications:

1. B.A. and 2 years of relevant experience
2. Desire to meet and serve the public
3. Ability to learn and adhere to standard library procedures, working independently
4. Familiarity with keyboarding, computers and software applications
5. Willingness to work some evening and weekend hours
6. Ability to establish and maintain effective relationship with associates, supervisors, and the public
7. Ability to lift up to 30 pounds, bend, twist, and refile library material up to 90 inches in height

Hours and Compensation:

Level: 20-21 30 – 40 hours per week
Benefits dependent on hours assigned per week