



July 12, 2021

**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 Bloomingdale Branch Library in Bloomingdale, 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 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@vbd.org

Applications received by August 2, 2021 will receive first consideration

# Van Buren District Library

## Job Description

### Branch Librarian

#### **Nature of Work:**

The Branch Librarian is responsible for all activities at a specified location 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. It should be recognized that many, if not all staff members serve in multiple, often unrelated roles. This is standard practice at VBDL.

#### **Responsibilities:**

1. Supervision of branch library staff
2. Responsible for community outreach and other publicity activities in collaboration with the system Public Relations Coordinator
3. Develop children's programs in collaboration with the system Children's Coordinator
4. Develop adult programs on collaboration with the system Adult Coordinator
5. Serve as liaison for local officials, local Library Friends group, local schools, and other community organizations, reporting any questions or concerns to the Library Director
6. Attend library system and local organization meetings requiring personal transportation
7. Assist with reference and reader advisory service, including the use of electronic resources
8. Develop and maintain branch collections including ordering and weeding
9. Perform circulation activities and maintain records, including ILL and MeLCat
10. Maintain branch library facility function and appearance in collaboration with local government and library administration
11. Other tasks as requested by the Director

#### **Qualifications:**

1. Bachelor's degree and 2 years of relevant library experience
2. Desire to meet and serve the public in a welcoming and professional manner
3. Ability to learn standard library tasks and procedures and adhere to prescribed routines
4. Intermediate level computer skills including Microsoft Office and Internet utilities
5. Willingness to work some evening and weekend hours
6. Ability to read fine print with or without corrective lenses, to lift up to 30 pounds, bend, twist, crouch, kneel and refile library material up to 90 inches in height

7. Ability to establish and maintain effective relationship with associates, supervisors, and the public

**Hours and Compensation:**

Level: 20-24

30 – 40 hours per week

Benefits dependent on hours assigned per week