

Carp Lake Township Library

Job Description

Position Title: Library Director

Classification: Exempt

General Summary

The Library Director is responsible for managing the operations of the Carp Lake Township Library. The Library Director is also responsible for compliance with State of Michigan accreditation standards.

Education and/or Experience:

High School Diploma or equivalent

Performance Requirements:

- Certification: Enrollment and completion of the Michigan Beginning Workshop approved by the Library of Michigan.
- Knowledge: Working knowledge of library patrons' requirements, cataloging, researching techniques, basic bookkeeping.
- Skills: Ability to use a computer and office machines; strong oral and written communication skills.

Essential Duties and Responsibilities:

- Managerial: Train and supervise staff and volunteers; manage summer reading programs; organize and maintain materials that fulfill community needs; keep all items in good repair and eliminate outdated materials; select and order new titles and catalog materials; process books and other materials; attend library board meetings when required.
- Customer service: Interact tactfully and courteously with diverse group of patrons, providing for their needs in a timely manner; perform interlibrary loans; maintain confidentiality.
- Collection management: Pursue the return of overdue items and/or replacement value.
- Technology consultant: Provide computer assistance to patrons and monitor customers' use of computers; maintain hardware and software; perform minor maintenance of library equipment.
- Public relations: Publicize events through posting in local buildings (e.g., White Pine Mall etc.); maintain good relations with the community; attend Carp Lake Township meetings when requested by the Trustees.
- Bookkeeping: Gather and submit information for payroll, prepare reports for the Trustees and reports for the State.
- Clerical: Gather and sort mail and correspondence daily; order supplies.
- Professional: Attend continuing education workshops; help create and update library policies.
- Perform other duties as assigned.

Physical Demands:

- Must be able to re-shelve books on high and low shelves.
- May be required to lift and/or move up to 20 pounds.