



The Board of Trustees of the **West Branch (MI) District Library** is inviting applications for the position of Director. This gem of a library is located in a recently expanded and renovated 10,000 square foot building in the heart of the downtown area. The West Branch District Library serves a population of just under 10,000 with a budget of about \$300,000 and a staff of three (3) full-time and three (3) part-time employees. As a district library, the Library is an autonomous governmental unit that has a dedicated millage. A member of the Valley Library Consortium, the Library participates in a shared automation system using SirsiDynix – Horizon 7.5.4.1. The Library enjoys excellent community support and prides itself on a strong Friends of the Library organization, an active Board of Trustees, and a professional, friendly staff.

West Branch is located in beautiful Ogemaw County in northeast Michigan, which abounds in lakes, streams, hiking trails, and countless recreational activities. Just off I-75, West Branch is easily accessible.

For additional information about the Library, visit [www.westbranchlibrary.org](http://www.westbranchlibrary.org). To learn more about the community, visit [www.westbranch.com](http://www.westbranch.com) and [www.wbacc.com](http://www.wbacc.com).

The position **requires** a bachelor's degree from an accredited college or university; a Master's degree in library science or library and information science from a program accredited by the American Library Association is **preferred**. **In addition, the position requires** a minimum of three (3) years of increasingly responsible experience in a professional library position, of which at least two (2) years have been in a position of administration and supervision in a public library. **The successful candidate will** be a community – oriented individual who values the opportunity to interact with the public as a hands-on director; is flexible and energetic; has strong communication skills and is comfortable with public speaking; has a comprehensive understanding of library finances and budgeting; and has an overall understanding of current public library operations and services. Successful experience in working with Friends of the Library and in fund-raising and/or grant writing is desirable. A complete position description is available at: <https://westbranchlibrary.org/Director%20position.pdf>

**Salary:** \$40,000 – \$48,000 dependent on experience and educational qualifications; excellent benefit package

**Applications** will be accepted until the position is filled, but those received by **5 o'clock pm (EDT) on August 5<sup>th</sup>, 2018**, will receive first consideration. **Electronic submissions required. Interested individuals should forward a cover letter that specifically addresses the position requirements, a resume, two references with contact information, as well as two letters of recommendation to the library director at [emily@westbranchlibrary.org](mailto:emily@westbranchlibrary.org).**