The Board of Trustees of the Buchanan (MI) District Library is inviting applications for the position of Director. Located close to the southwestern shores of beautiful Lake Michigan, Buchanan is a quiet community within easy driving distance of Chicago and is situated just 20 minutes north of the University of Notre Dame campus in South Bend (IN).

The Library serves a population of nearly 11,000, with a budget of $500,000. The 11 member library staff takes pride in providing excellent customer service in a busy and friendly environment. The Library enjoys strong community support and is in the midst of a renovation and fundraising project.

For additional information about the Library, visit www.buchananlibrary.org; to learn more about Buchanan visit www.cityofbuchanan.com and www.buchanan.mi.us.

The successful candidate will be a community-oriented individual who values the opportunity to interact with the public as a hands-on director; has proven leadership skills; has a comprehensive understanding of library finances and budgeting and excellent overall financial management ability; is flexible and energetic; has strong communication skills and is comfortable with representing the library in the community; is knowledgeable regarding current technology and its use in public libraries; and has an overall understanding of current public library operations and services. Experience in millage or levy elections is desirable; successful fundraising experience and experience in building renovation would be a plus.

Position requirements: 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 highly preferred. In addition, the position requires a minimum of three (3) years of increasingly responsible experience in a library position, of which at least two (2) years have been in a position with management and supervisory responsibilities in a public library.

Salary: $40,000 with the MLIS degree dependent on experience; from the mid $30s with a bachelor’s degree with library experience and work toward a master’s degree; benefit package includes health insurance, life insurance, MERS participation, and paid leave time.

Applications will be accepted until the position is filled, but those received by January 15, 2019 will receive first consideration. Electronic submissions required. Interested individuals should forward a cover letter, which specifically addresses the position requirements, a resume, and the names of three professional references, including complete contact information.

Electronic submissions and requests for additional information should be directed to: Pamela Salo, Assistant Director, Buchanan District Library at p.salo@buchananlibrary.com.