

**Posting for Position of Library Director  
7/24/2017**

The Holly Township Library Board is seeking a library director with leadership skills, knowledge of all aspects of library administration and superior communication skills. The Holly Township Library is located in the northwest corner of Oakland County. In addition to Holly Township residents, the library also serves residents in Groveland and Rose Townships. The annual budget is approximately \$360,000 (including a 1 mill voted levy). The director would supervise a staff of 6 FTE, manage a 6,000 square foot library, oversee a collection of 50,000 items and administer a web based ILS. The library participates in the MeLCat statewide resource sharing program, the MLibrary borrowing program and an Overdrive Cooperative for the acquisition of electronic materials for patron use.

**Education & Experience**

A Master's degree in Library Science from an ALA accredited institution; possession of a Level 2 Librarian's Professional Certificate from the Library of Michigan, or the ability to obtain one on hire; a minimum of experience in an administrative capacity.

**Work Hours/ Compensation**

This is a salaried, exempt position for a minimum of 40 hours per week. It will include some evening and weekend hours as necessary.

Salary Range: 45,000-52,000

Placement dependent on experience and qualifications; additional benefits are negotiable.

**Responsibilities/Job Qualification**

A complete job description is attached. It is also available along with more information about the library may be found at: [www.hollytownship.org](http://www.hollytownship.org)

**Application Deadline**

Applications should be submitted by 5 pm August 8, 2017.

**Application Process**

Qualified applicants should send a cover letter, current resume, 3 professional references and a completed employment application to:

Holly Township Library  
Director Search Committee  
1116 N. Saginaw St.  
Holly, MI 48442

Electronic submissions will be accepted at: [kscheid@htlibrary.net](mailto:kscheid@htlibrary.net)