



Loutit District Library

Expanding Horizons, Enriching Minds, Engaging Community

Job Posting

HEAD OF REFERENCE & INFORMATION (Full-time)

Loutit District Library seeks an enthusiastic, organized, and confident service-oriented leader to join its Leadership Team to supervise the day-to-day operations of the Reference & Information Department, Local History/Genealogy, and Public Computing. Candidates should demonstrate strong interpersonal and relationship-building skills, with an emphasis on communication, team-building, and project management along with knowledge of current and developing technology. Duties also include overseeing department budget, adult programming, collection development, and desk coverage.

Qualifications: Master's degree in Library and Information Science from an ALA accredited university. Three years of supervisory experience with progressively increasing responsibility. Experience working in a public library setting is strongly preferred.

Compensation: Salary range for this position starts at \$58,200. Includes generous benefit package.

To Apply: Along with your cover letter, résumé, and three professional references, please include your written answers to the following questions:

1. What are the most important trends in public libraries today?
2. What is the library's role in the community?
3. What is your philosophy of library customer service?

Submit all application materials in PDF format to Amy Bailey, Assistant Director of Library Services, via email at abailey@loutitlibrary.org by 6:00pm on Friday, November 19, 2021.

To view the full job description, visit bit.ly/workatloutit.

Loutit District Library does not discriminate on the basis of age, color, national origin, sex, height, weight, marital or veteran status, religion, age, or handicap in employment or the provision of services. Loutit District Library is a drug-free workplace and is an Equal Opportunity Employer.

Posted: November 5, 2021

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