

## Job Posting

### District Program Coordinator/Library District Headquarters Manager

**Position Title:** District Program Coordinator/Library District Headquarters Manager.

**Hours & Compensation:** Full time hourly, 40 hours per week with benefits. Some nights and weekends required. Salary starting range: \$60,000-70,000 depending on qualifications and experience. Benefits include health insurance including vision and dental, 401A match with a 457 option, long term disability, paid life insurance, and mobile phone use reimbursement.

**Qualifications:** Four years prior public library experience as a MLIS librarian required. Youth Services background required. Preference will be given to applicants with demonstrated supervisory experience.

**Nature of Work:** Van Buren District Library is seeking an enthusiastic and engaged leader to serve in the dual roles of District Program Coordinator and the manager of the Library District's administrative headquarters in Decatur, MI. Decatur is located in Van Buren County, a rural community about 25 miles west by southwest of Kalamazoo, known for its agriculture, with small farms and farm stands.

Van Buren District Library serves 44,230 residents from its seven branch locations. Library District Headquarters, also known as Webster Memorial Library, is a functioning library location and is the hub for the District's centralized functions such as technical services, interlibrary loan, local history, and inter-branch delivery services.

The District Program Coordinator/Library District Headquarters Manager is a position of responsibility, requiring a person willing to perform a wide variety of duties. The District Program Coordinator/Library District Headquarters Manager must have an understanding of rural library service and be effective in developing good public relationships. The District Program Coordinator/Library District Headquarters Manager serves on a full-time basis, which includes some evening and Saturday hours. These hours should reflect the best interests of Webster Memorial Library and the Library District as a whole. The District Program Coordinator/Library District Headquarters Manager reports to the Executive Director. It should be recognized that many, if not all library staff members serve in multiple, often unrelated roles. This is standard practice at VBDL.

**Responsibilities:**

- Coordinate the Library District's programming efforts including oversight & execution of classes & events across VBDL's seven branch locations.
- Facilitate or participate in a wide array of Library District committees including the Programming Committee, the PR Committee, and the Spanish Committee, to name a few.
- Train staff in youth services programming fundamentals and best practices.
- Develop an extensive set of off-the-shelf youth program resources for all VBDL locations.
- Form, implement, and steward partnerships and collaborative efforts with outside organizations in furtherance of the Library District's goal to serve the community.
- Supervise the Webster Memorial Library location of the Library District including many of the District's centralized functions such as inter-branch delivery services, interlibrary loan, and technical services.
- Hire, train, schedule, and supervise Webster Library staff with a focus on excellent customer service.



- Work the library's service desk and provide patrons with circulation, reference, and technology assistance.
- Serve as the Library District's Decatur community liaison for local officials, local schools, and other community organizations.
- Attend Library District and local organization meetings requiring personal transportation.
- Substitute at other VBDL locations as needed.
- Other tasks as required by the Executive Director.

**Knowledge, Skills, and Abilities:**

- Desire to meet and serve the public in a welcoming and professional manner.
- Knowledge of policies and best practices related to the management of a multi-branch Library District.
- Excellent organization and planning skills with the ability to work independently and as a team leader.
- Intermediate level computer skills including Microsoft Office, Google Workspace, and other Internet utilities.
- Ability to work some evening and weekend hours
- Ability to establish and maintain effective relationships with associates, supervisors, local officials, and the public.
- Ability to read fine print with or without corrective lenses, to lift up to 30 pounds, bend, twist, crouch, kneel and refile library materials up to 90 inches in height.

The duties and responsibilities for this position supplement Van Buren District Library Personnel Policies and work rules applicable to all employees and may change or increase by practice or policy, as deemed necessary by the library. The library reserves the right to assign work outside of an employee's regular job assignment. The library also reserves the right to change an employee's regular job assignment, work location, or job description at any time.

**To Apply:** Please submit a résumé, cover letter relevant to this specific position, and three professional references by email to Dan Hutchins, Executive Director, [dhutchins@vbdl.org](mailto:dhutchins@vbdl.org). Applications accepted through Monday, August 11, 2025.