



Position Posting:

Lawrence Branch Manager

Position Title: Lawrence Branch Manager.

Hours & Compensation: Full-time hourly position at 40 hours per week including benefits. Some evening and weekend hours are required. Salary begins at \$68,560 annually for candidates possessing a Master of Library and Information Science degree or \$57,344 annually for candidates possessing a Bachelor's degree. Benefits include health insurance (including vision and dental), a 401(a) retirement plan with employer match and optional 457 plan, long-term disability insurance, paid life insurance, and mobile phone reimbursement.

Qualifications: Bachelor's degree required. Preference will be given to candidates possessing a Master of Library and Information Science degree or currently enrolled in an accredited MLIS program. Preference will also be given to candidates with prior public library experience. Experience in Youth Services and previous supervisory experience are strongly preferred.

Nature of Work: At Van Buren District Library, we believe that libraries connect people to the world around them and to each other. We seek leaders who share our commitment to outstanding public service, lifelong learning, and strong community partnerships.

Van Buren District Library is seeking an enthusiastic, engaged, and community-oriented leader for its Lawrence Branch Library, located in the Village of Lawrence, Michigan, approximately 30 miles west of Kalamazoo in central Van Buren County. Lawrence is a rural community known for its agricultural heritage, small farms, and local farm markets. Van Buren District Library serves more than 44,000 residents through seven branch locations.

The Lawrence Branch Manager is a position of significant responsibility requiring a versatile leader capable of managing branch operations while providing exceptional public service and fostering strong community relationships. The successful candidate will become an active and visible member of the Lawrence community, developing productive relationships with residents, schools, local government, civic organizations, and community partners.

The Lawrence Branch Manager serves on a full-time basis, including some evening and Saturday hours, with a schedule reflecting the needs of both the Lawrence community and the Library District. The position reports directly to the Executive Director.

Like many positions within Van Buren District Library, the Lawrence Branch Manager will serve in multiple and sometimes unrelated roles as organizational needs evolve. Flexibility, adaptability, and a willingness to contribute wherever needed are essential characteristics for success.

Responsibilities:

- Supervise the Lawrence Branch Library and oversee its daily operations.
- Train, schedule, mentor, and supervise branch staff while fostering a positive workplace culture centered on exceptional customer service.
- Maintain a welcoming, safe, and attractive library environment in collaboration with local government and library administration. Report building and grounds issues to local government staff and library administration as needed.
- Assist patrons with technology, research, and information needs.



- Perform routine troubleshooting and maintenance of public technology and library equipment, including copiers, printers, and related devices.
- Develop children's and adult programs in collaboration with the District Program Coordinator, fellow Branch Managers, and other library staff, consistent with Library District goals and best practices.
- Serve as the Library's primary representative to local government, schools, the Friends of the Lawrence Branch Library, community organizations, and other local partners.
- Attend Library District meetings, municipal meetings, and community events requiring personal transportation.
- Under the guidance of the Collection Development Team, actively manage the branch collection through data-informed weeding, merchandising, rotation, and replacement of materials.
- Oversee branch circulation services, including interlibrary loan and MeLCat.
- Perform other duties as assigned by the Executive Director or Administrative Team.

Knowledge, Skills, and Abilities:

- Desire to serve the public in a welcoming, professional, and inclusive manner.
- Knowledge of managerial principles and practices related to public library operations.
- Excellent organizational, planning, and time-management skills with the ability to work independently and collaboratively.
- Ability to motivate staff, manage change, and cultivate a positive workplace culture.
- Intermediate technology skills, including Microsoft Office, Internet resources, eBooks and eReaders, hoopla, MeLCat, and other digital content platforms.
- Ability to establish and maintain productive working relationships with coworkers, supervisors, local officials, community organizations, and the public.
- Ability to communicate effectively, both verbally and in writing.
- Ability to exercise sound judgment and work independently while supporting district-wide initiatives.
- Ability to work evening and weekend hours as needed.
- Ability to read fine print with or without corrective lenses; lift up to 30 pounds; bend, twist, crouch, kneel; and shelve library materials up to 90 inches in height.

The duties and responsibilities of this position supplement the Van Buren District Library Personnel Policies and applicable work rules and may evolve as organizational needs change. The Library reserves the right to assign work outside an employee's regular job assignment and to modify work assignments, work locations, or job descriptions as necessary.

To Apply: Please submit a resume, references, and a cover letter to:
Chantelle Dowling, Operations Manager cdowling@vbdl.org.
Applications accepted until the position is filled.