

**White Lake Community Library
Job Posting
Assistant Director - Fall 2026**

The library is seeking a tech-savvy and detail-oriented person to work closely with the director in operating the library. The successful candidate will perform a wide range of duties from serving patrons at the front desk to managing the library when the director is absent. This is a fulltime position with benefits. Some evening and weekend work is required.

Salary Range:

\$55,000 to \$65,000 DOE

Desirable Qualifications for Employment:

- MLIS degree from an accredited institution
- Minimum of one year of experience in a public or academic library
- Able to work effectively with the public and other staff members
- Excellent written and verbal communication skills
- Skill in the use of computers and standard office equipment
- Able to train and supervise the work of others

Responsibilities and Essential Duties Include:

Management

- Work with the library director to implement library goals, manage the library budget, and develop and administer library policies and procedures
- Manage the library in the absence of the director, including attending library board meetings in the director's absence
- Assist with staff scheduling and staff meetings
- Assist with grant writing and implementation

Customer Service

- Assist patrons with circulation tasks and reference inquiries
- Assist patrons with the use of public computers and other technology

Collection Development

- Oversee adult nonfiction collection, including ordering, inputting, and weeding of books and other materials
- Work with collection development team to curate Library of Things collection
- Work with collection development team to manage digital collections
- Build and maintain the genealogy/local special collections, including planning and implementing digitization projects and seeking grant funding where appropriate