



Canton Public Library Job Posting

LIBRARIAN MANAGER

Canton Public Library is seeking a Librarian Manager for our Collections Team to help advance our mission. At CPL, Librarian Managers play a vital role in directing the daily operations of the information Services Department, where librarians:

- Curate collections that support the informational, educational and recreational information needs of the community.
- Create enriching and meaningful experiences for library visitors of all ages.
- Connect patrons to the information needed to pursue their best life using research expertise and problem-solving skills.

The person hired will facilitate seamless coordination of all aspects of collection development and maintenance and will play a significant role in ensuring the library's materials budget is appropriated and spent responsibly. They will partner with the Department Head and other Librarian Managers to supervise and coach the department's Librarians and Interns. Successful candidates for this position will be able to demonstrate good judgment, strong writing skills, and a passion for collection development, including an understanding of the current publishing and supply landscape as it impacts public libraries, as well as enthusiasm for data-driven collection analysis.

SCHEDULED HOURS AND COMPENSATION

- Full Time — thirty-seven and a half (37.5) hours per week
- \$61,300-\$76,600 per year
- Paid vacation accrual with one weeks' vacation available upon hire
- Annual sick leave allowance
- Personal business days
- Paid holidays: nine official holidays plus three discretionary holidays and your birthday
- Health care coverage, prescription coverage, dental insurance, vision reimbursements, long- and short-term disability, term life insurance
- Employee Assistance Program (EAP), Stellar Staff Award program, Longevity Awards and an active Social Committee
- Defined contribution retirement plan with matching funds up to 5% of salary per year

APPLICATION INFORMATION:

Only complete application packets (that include a current [CPL application form](#), resume and cover letter) received or postmarked by **6:00 PM on Sunday, July 5, 2026**, will be considered. Incomplete application packets will not be reviewed.

Submit complete application packets to:

Marian Nicholson – Business Services

Canton Public Library

1200 S. Canton Center Road

Canton, MI 48188

jobs@cantonpl.org

FULL JOB DESCRIPTION

POSITION SUMMARY

The Librarian Manager supports the Information Services Department Head in overseeing the day-to-day operations of the Information Services Department. The Librarian Manager promotes Librarians' core work through leadership and collaboration across the library and within the department while performing Librarian duties at a consistently high level of excellence. This position is responsible for the day-to-day management of assigned staff, with a strategic focus on one of three tenets: creating experiences, connecting to information or curating collections. This is a salaried position and is exempt from overtime under FLSA guidelines. The nature of the work requires evening and weekend hours.

PRIMARY DUTIES AND RESPONSIBILITIES

- Works collaboratively with the Information Services (IS) Department Head on major initiatives and assumes strategic oversight as designated. Participates in the development of long- and short-term plans for the department and the organization.
- Leads departmental work within a strategic focus: creating experiences (programs and displays), connecting to information (readers' advisory and web content creation) or curating collections (collection development and analysis).
- Partners with other Librarian Managers to direct staff in daily operations, prioritize workloads, create, interpret and adapt procedures, and approve attendance records.
- In collaboration with the IS Department Head, ensures adequate weekly schedule coverage. Resolves staffing concerns and reports resolutions.
- Creates and proposes budget requests to the Department Head as appropriate; works to stay within the established budget.
- Communicates within and outside the department to ensure relevant staff receive the information necessary to perform their duties and be involved in the organization.
- Responsible for training, supervision, evaluation and discipline of assigned IS staff.
 - Assists in recruiting, interviewing and selecting IS personnel, as assigned.
 - Coaches and supports IS staff in performing their core duties so they can create enriching and meaningful experiences, curate collections, and connect patrons to the information needed to pursue their best lives.
 - Prepares and delivers annual performance evaluations of assigned IS staff to the Department Head. Participates in the presentation of annual reviews to IS staff.

OTHER DUTIES AND RESPONSIBILITIES

- Independently or with others, researches, recommends, implements and monitors projects as assigned.
- Helps coordinate the production of website content in collaboration with other departments.
- Provides the public with Reference, Readers' Advisory and technology assistance.
- Researches programs and develops outreach and partnership opportunities that meet the community's needs as outlined in the Strategic Plan or in response to patron demand.
- Selects, develops and maintains assigned collections.
- Serves on workgroups/committees and participates in initiatives as assigned, both within the library and with outside entities, partners or associations.
- Stays informed of library news and events via review of all forms of library communication: website, email, SharePoint, library newsletter and blog. Contributes content as appropriate.
- May act as Librarian-in-Charge or Manager-on-Duty.
- Enforces library policies in a polite and professional manner, submitting concise incident reports as required.
- Accepts special assignments or duties in support of the library's goals and objectives.

REQUIRED QUALIFICATIONS AND SKILLS

- Master's Degree from an ALA-accredited library science program.
- Three years of professional public library experience.
- Prior experience with supervision or project management responsibilities, including chairing committees.
- Ability to exercise initiative and independent judgment, prioritizing and organizing work for self and others while managing concurrent projects according to time requirements.
- Strong analytical and problem-solving skills in conjunction with the ability to organize, interpret, and communicate complex data and information.
- Ability to analyze and evaluate current library services, programs, and practices; suggest updates in response to patron needs.
- Excellent interpersonal skills, including the ability to deliver tactful and decisive written and verbal communications regarding policies, procedures and performance issues to an audience not always receptive to the information being communicated.
- Strong skills with standard computer applications, including Microsoft Office and the Internet.
- Knowledge of library operations and services, including an understanding of and adherence to fundamental principles of open access to library materials and the privacy rights of patrons.
- Demonstrated understanding of the theories and practices of public service and public libraries.
- Consistent display of public service attitude that reflects the library's values.
- Ability to work creatively, collaboratively and effectively with staff, vendors and patrons of varied backgrounds, ages and abilities.
- Ability to maintain a calm atmosphere, ensure safety and respond appropriately to emergencies.

PREFERRED QUALIFICATIONS

- Coursework or significant professional experience related to the core area of focus.
- Three years of supervisory experience.

ESSENTIAL PHYSICAL FUNCTIONS

- Ability to lift and carry boxes up to 25 lbs. and push carts weighing up to 200 lbs.
- Ability to sit, stand, and walk for long periods, and the ability to bend, reach, stoop, or crouch.
- Ability to communicate clearly and effectively, in writing and verbally.
- Ability to efficiently review, comprehend and produce a wide variety of materials in both electronic and hard copy form.
- Ability to work effectively under stressful conditions in a fast-paced environment.

Canton Public Library is an equal opportunity employer and values diversity. All employment is decided based on qualifications, merit and business needs. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

This job description is not a contract between the library and the employee, nor an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas. The library reserves the right to revise this job description at its discretion.