



JOB ANNOUNCEMENT

CAPITAL AREA DISTRICT LIBRARIES

401 S. Capitol Avenue, Lansing, MI 48933 (517) 367-6300

DATE: January 30, 2017

POSITION: **PUBLIC SERVICES LIBRARIAN**

HOURS & **DOWNTOWN LANSING BRANCH**
OF POSITION: 20 Hours/week. Will include evenings and weekends.

EMPLOYMENT:

Capital Area District Libraries (CADL) provides library services to our local communities seven days per week. All positions will require some evening and weekend hours, including Sundays. While this position is currently assigned at the above location, CADL reserves the right to require all employees to be available for assignments at any CADL location.

EDUCATION & EXPERIENCE: Possession of a Master's Degree in Library Science or its equivalent from an ALA accredited institution. Possession of a Michigan Librarian's Professional Certificate. This is an entry-level position. Second Language speakers desired.

NATURE OF WORK:

Under the supervision of a Branch Head, provides technology and other reference assistance to patrons of all ages with emphasis on leadership roles in programming and outreach to the public, schools and community. Researches and recommends methods to increase cardholders through programming and outreach efforts. Develops and provides programming for youth and adults. Develops and maintains assigned library collections; provider reader's advisory and on-on-one and group training for library patrons and staff. Performs professional work in reader's advisory, collection development, reference, acquisitions, or other specific fields. Expertise in and ability to adapt to continually changing technology, mobile devices, and digital library resources preferred. May supervise the work of support staff. May act as "in charge" staff.

SALARY: \$ 23.73 per hour

DEADLINE TO APPLY: Must be received by 5:00 p.m. Monday, February 13, 2017.

FOR DETAILS AND/OR APPLICATION: Contact the Capital Area District Libraries, 401 S. Capitol Avenue, Lansing, Michigan, Monday-Friday, 9am-5pm, (517) 367-6300 or visit www.cadl.org/jobs

Please send a completed **Capital Area District Libraries Application*** to: Capital Area District Libraries, Attn: Human Resources, PO Box 40719, Lansing, MI 48901-7919.

**All applications for employment must be made on the Capital Area District Libraries application form and completed in full. Resumes will not be accepted or evaluated in lieu of application. All applicants must meet the minimum and special eligibility requirements, as listed on this job announcement, for the vacancy and file a timely application in order to be considered. Separate application forms must be submitted for each position for which an applicant wishes to apply.*

**CAPITAL AREA DISTRICT LIBRARIES SYSTEM
IS AN EQUAL OPPORTUNITY EMPLOYER.**