



## City of Livonia Librarian I - Teen Services

<b>SALARY</b>	\$56,659.20 - \$66,268.80 Annually	<b>LOCATION</b>	City of Livonia, MI
<b>JOB TYPE</b>	Regular Full-Time	<b>JOB NUMBER</b>	1223 o.c.
<b>DEPARTMENT</b>	Sandburg Library	<b>OPENING DATE</b>	02/20/2025
<b>CLOSING DATE</b>	3/9/2025 11:59 PM Eastern		

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**The City of Livonia is an Equal Opportunity Employer**

### SALARY INFORMATION

\$56,659.20 - \$66,268.80 Annually

Starting Salary: \$56,659.20

- After Six Months of Successful Employment: \$57,824.00
- After One Year of Successful Employment: \$58,884.80
- Maximum salary is achieved after four successful years of employment.

NOTE: Annual salary adjustments may also occur, based on collective bargaining agreements.

### JOB RESPONSIBILITIES

An employee in this classification has training and/or work experience in teen literature and programming and works under the direction of an Assistant Branch Librarian or Librarian of a higher classification. An employee in this classification will work regularly scheduled evenings and weekends.

The Librarian I for Teen Services will:

- Perform reference searches and reader's advisory services in Teen and Adult services
- Participate in outreach events at local middle and high schools
- Prepare topic guides that are relevant to the needs of older middle school and high school students
- Develop special programs for teens
- Prepare displays and exhibits
- Review and purchase books
- Collaborate with other librarians on Summer Reading Programs and the Livonia Teen Volunteer Council

### MINIMUM QUALIFICATIONS AND APPLICATION PROCESS

By the closing date of this announcement, applicants must:

1. Be a citizen of the United States or resident alien with the right to work in the United States; and
2. Possess a master's degree in library and information science from an ALA-accredited college or university; or

3. Have at least 18 credit hours towards a master's degree in library and information science from an ALA-accredited college or university; and
4. Have a minimum of two years of experience providing direct service to the public; and
5. Have strong interpersonal and communication skills.

**NOTE:** Candidates must present proof of 18 credit hours or their master's degree at the time of application.

**NOTE:** As a condition of employment, candidates must obtain their master's degree in library and information science from an ALA-accredited college or university within 18 months of employment.

#### PARTS OF EXAMINATION AND WEIGHTS

Interview - 100%\*

\*In the event the number of qualified applicants exceeds 15, an evaluation of the 15 applicants with the most appropriate and responsible combination of experience and training will be invited to the interview.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

General knowledge and ability to use the following:

- Online resources and personal computers
- Establish and maintain cooperative working relationships with co-workers and community members
- Communicate effectively both verbal and written
- Develop and promote library programs that target our teen population
- Review new titles and select books for purchase based on the needs of our teen population

**NOTE:** At the time of appointment, applicants are required to pass a pre-employment medical examination conducted by a physician authorized by the City of Livonia.

**PURPOSE:** The purpose of this examination is to establish an eligible list to fill current, future, regular, and/or temporary vacancies.

**HOW TO APPLY:** Applications can be completed anytime online at [www.governmentjobs.com/careers/livonia](http://www.governmentjobs.com/careers/livonia). If work experience and/or specific skills are listed as qualifications, it will be the responsibility of the applicant to describe their experience and/or skills sufficiently in the Education and Work Experience sections of the application so that it may be determined if they meet the stated qualifications. Applicants who do not comply will be disqualified from further consideration. Attachments or resumes are not accepted in place of completing the information requested on the official application. Applicants will be notified by e-mail of the next steps in the examination process.

**PROBATIONARY PERIOD:** Appointees must satisfactorily complete a six-month probationary period before the appointment will be considered regular.

\*Length of probationary period depends on the specific classification

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### **Employer**

City of Livonia

### **Address**

Livonia City Hall, 33000 Civic Center Drive  
3rd Floor Civil Service Department  
Livonia, Michigan, 48154

### **Phone**

(734) 466-2530

### **Website**

<http://www.livonia.gov>

## Librarian I - Teen Services Supplemental Questionnaire

### \*QUESTION 1

**I have strong interpersonal and communicational skills**

- ☐ Yes
- ☐ No

### QUESTION 2

**I have a minimum of two years experience providing direct service to the public**

- ☐ Yes
- ☐ No

### QUESTION 3

**Select from the following**

- ☐ I have a master's degree in library and information science from an ALA-accredited college or university
- ☐ I have at least 18 credit hours towards a master's degree in library and information science from an ALA-accredited college or university
- ☐ None of the above

\* Required Question