



City of Livonia

Librarian II - Circulation & Technical Services

SALARY	\$68,993.60 - \$80,704.00 Annually	LOCATION	City of Livonia, MI
JOB TYPE	Regular Full-Time	JOB NUMBER	1199 o.c.
DEPARTMENT	Civic Center Library	OPENING DATE	05/16/2024
CLOSING DATE	6/2/2024 11:59 PM Eastern		

SALARY INFORMATION

\$68,993.60 - \$80,704.00 Annually

- Starting Salary: \$68,993.60
- After Six Months of Successful Employment: \$70,387.20
- After One Year of Successful Employment: \$73,569.60
- 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 position performs professional librarian duties under the supervision of the Library Director and is responsible for the management of the circulation department and technical services functions of the library. Must be able to work with moderate supervision and requires independent judgement.

This position will serve as a supervisor for the library on a regularly scheduled basis on nights and weekends.

The Librarian II for circulation and technical services may be called upon to do any or all the following. (These examples do not include all tasks which the employee may be expected to perform). This position will:

- Be responsible for planning and implementing the daily operations of the Circulation Department and serve as the person in charge of the library on a regularly scheduled basis. Working in concert with the Library Aide II; plan and coordinate the automation needs of the library system, serving as liaison to committees of The Library Network which relate to Automation and Circulation, work with the Technology Librarian to plan Automation budget requests
- Work regular shifts at the Circulation Desk assisting patrons, handling problem patrons, and interpreting library policy as it applies to circulation. Make recommendations for library policies, evaluate workflows for better efficiency for the library's circulation and technical services
- Assist in hiring and training new circulation and other department personnel as needed. Under the supervision of the Library Director, preparing work assignments for professional, paraprofessional, and clerical staff of a lower classification. Participate in professional development activities to enhance job-related skills and knowledge

- Manage and maintain the library's automated system and is responsible for planning and implementing new and improved automated services
- Assist with library book club programs, setting up technology and room requirements for programs and meetings
- Participate in professional development activities to enhance job-related skills and knowledge
- Perform other related duties as assigned

MINIMUM QUALIFICATIONS AND APPLICATION PROCESS

By the closing date of the announcement, an applicant must:

1. Be a citizen of the United States, or a 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 university; and
3. Have a minimum of two years of experience as a Librarian providing direct service to the public.

NOTE: Candidates must present master's degree at time of application.

PARTS OF EXAMINATION AND WEIGHTS

100% Interview

In the event the number of qualified applicants exceeds 15, an evaluation will be made, and the 15 applicants with the most appropriate and relevant combination of experience and training will be invited to the interview. Candidates must pass the interview in order to be placed on the eligible list.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Library services and reference materials; books and authors; professional practices and techniques of library science
- Online library systems and information resources; and principles of training and supervision

Ability to:

- Use online resources and personal computers
- Select books and fill the needs of patrons
- Perform reference and reader's advisory work
- Use and explain library resources
- Establish and maintain cooperative relationships
- Communicate effectively both verbally and in writing
- Develop and promote special library programs
- Maintain complex records and prepare reports
- Make routine arithmetic calculations; and work evenings and weekends

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. 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.

Agency

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 II - Circulation & Technical Services Supplemental Questionnaire

*QUESTION 1

Do you possess a master's degree in Library and Information Science from an ALA-accredited university?

- ☐ Yes
☐ No

*QUESTION 2

Do you have a minimum of two years of experience as a Librarian providing direct service to the public?

- ☐ Yes
☐ No

* Required Question