



## City of Livonia Librarian I - Adult Services

<b>SALARY</b>	\$55,286.40 - \$64,646.40 Annually	<b>LOCATION</b>	City of Livonia, MI
<b>JOB TYPE</b>	Regular Full-Time	<b>JOB NUMBER</b>	1204 o.c.
<b>DEPARTMENT</b>	Civic Center Library	<b>OPENING DATE</b>	07/18/2024
<b>CLOSING DATE</b>	8/1/2024 11:59 PM Eastern		

### SALARY INFORMATION

\$55,286.40 - \$64,646.40 Annually

- Starting Salary: \$55,286.40
- After Six Months of Successful Employment: \$56,409.60
- 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

This employee works under the direction of a Librarian in a higher classification. May supervise a small staff of clerical and paraprofessional employees. Assignments include general reference work, developing print and non-print collections, reader's advisory service, use of audio-visual materials, and plan programs for adults. Prepare displays and exhibits that highlight library materials and eResources. May act as librarian in charge of a department or library building for limited periods of time in absence of a Librarian II or Assistant Branch Librarian. May supervise a small staff of clerical and paraprofessional employees. This employee performs other duties as assigned. Ability to work evenings and weekends on a regularly scheduled basis.

### 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.

**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 I - Adult Services Supplemental Questionnaire**

**\*QUESTION 1**

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

- ☐ Yes  
☐ No

**\*QUESTION 2**

**Do you have at least 18 credit hours towards a master's degree in Library and Information Science from an ALA-accredited college or university?**

- ☐ Yes  
☐ No

**\*QUESTION 3**

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

- ☐ Yes  
☐ No

**\*QUESTION 4**

**Do you have strong interpersonal and communication skills**

- ☐ Yes  
☐ No

**\* Required Question**