



## City of Livonia Branch Librarian - Operations

<b>SALARY</b>	\$85,508.80 - \$99,694.40 Annually	<b>LOCATION</b>	City of Livonia, MI
<b>JOB TYPE</b>	Regular Full-Time	<b>JOB NUMBER</b>	1218 o.c.
<b>DEPARTMENT</b>	Civic Center Library	<b>OPENING DATE</b>	11/21/2024
<b>CLOSING DATE</b>	12/8/2024 11:59 PM Eastern		

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

### **SALARY INFORMATION**

\$85,508.80 - \$99,694.40 Annually

- Starting Salary: \$85,508.80
- After Six Months of Successful Employment: \$87,172.80
- After One Year of Successful Employment: \$88,712.00
- Maximum salary is achieved after four successful years of employment.

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

### **JOB RESPONSIBILITIES**

The Branch Librarian plays a critical role in supporting the Library Director in managing daily library operations, procedure implementation, safety protocols and staff training. This role involves leadership, communication skills and community engagement to enhance the library's offerings and ensure its continued success in serving the community.

#### **Key Responsibilities:**

##### **Library Operations and Leadership:**

- Responsible for directly overseeing daily operations of both library locations, ensuring the smooth functioning of library services and activities
- Support key library initiatives, setting priorities, and collaborating with City departments as appropriate
- Contribute to strategic planning efforts and policy development

##### **Staff Training and Development:**

- Assist director with staff training and professional development initiatives, ensuring library employees have the necessary skills and knowledge to provide high-quality service
- Support staff development through mentoring, performance evaluations, annual goal setting, and ongoing feedback
- Encourage staff participation in professional development opportunities, conferences, and workshops
- Foster a positive work environment and encourage collaboration across departments

##### **Program Development and Implementation:**

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- Lead the planning, development, and execution of library programs and services for diverse audiences, including children, teens, adults, and seniors
- Evaluate the effectiveness of programs and make data-driven improvements

#### **Collections Management:**

- Oversee collection development, including selecting materials that meet the needs and interests of the community
- Manage collection budget and resource allocation, ensuring a well-rounded, relevant, and diverse collection
- Collaborate with other librarians and staff to review and assess collection needs

#### **Vendor Relations:**

- Maintain effective relationships with library vendors for collection materials, databases, and services

#### **Community Engagement:**

- Serve as a representative of the library in the community, promoting library services and programs at local events and through outreach efforts
- Assist the director to develop and implement strategies to increase library usage and participation, particularly among underserved populations
- Develop KPIs for library services and deliver reports on progress regularly to the Library Director and community to foster transparency

#### **Budget and Financial Oversight:**

- Assist the Library Director in developing and managing the budget, with specific focus on acquisitions, training and operational projects
- Ensure responsible financial management of library resources and compliance with funding requirements
- Acquisitions of needed supplies and equipment that directly relate to the daily operations of the library locations

#### **Capital Improvements**

- Participate in design meetings for library capital improvement plans

## **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; and
3. Have a minimum of ten years of experience working as a librarian providing direct service to the public; and
4. Have three to five years of experience as a library supervisor or manager with experience in daily operations of a small to medium-sized library building; and
5. Have experience in staff training and team leadership; and
6. Have strong organizational, communication, and interpersonal skills; and
7. Have the ability to manage multiple projects simultaneously and prioritize work effectively.

### **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**

### **Key Competencies:**

- **Leadership:** Strong ability to lead and inspire staff while fostering a collaborative work environment.
- **Vendor Management:** Experience managing relationships with vendors, scope development and performance monitoring.
- **Program Innovation:** Creative approach to developing new library programs that engage the community.
- **Training and Development:** Commitment to empowering staff through ongoing training and professional development.

**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.

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#### 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>

### Branch Librarian - Operations 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 a minimum of ten years of experience working as a librarian providing direct service to the public?

- ☐ Yes
- ☐ No

#### \*QUESTION 3

Do you have three to five years of experience as a library supervisor or manager, with experience in daily operations of a small to medium-sized library building?

☐ Yes

☐ No

**\*QUESTION 4**

Do you have experience in staff training and team leadership?

☐ Yes

☐ No

**\*QUESTION 5**

Do you have strong organizational, communication, and interpersonal skills?

☐ Yes

☐ No

**\*QUESTION 6**

Do you have the ability to manage multiple projects simultaneously and prioritize work effectively?

☐ Yes

☐ No

\* Required Question