



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

JOB ANNOUNCEMENT

DATE: May 09, 2017

POSITION: **Associate Director of Collection Services**

HOURS & LOCATION: Hours vary and are on an as needed basis. Location is any of our 13 branch libraries.

OF POSITION:

Capital Area District Library (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 & Possession of a Master's Degree (or its equivalent) in Library Science from an ALA accredited institution.

EXPERIENCE: Possession of a Librarian's Permanent Professional Certificate issued by the Library of Michigan.

NATURE OF WORK: Under the direction of the Executive Director, assists in the planning and administration of all technical services and circulation functions, including MeLCat. Participates in the management of the integrated library system, submits recommendations concerning Library policies and services to the Executive Director. Manages materials budget, digital collection and database subscriptions.

SALARY: \$67,222 plus benefits

DEADLINE TO APPLY: Must be received by 5:00 p.m., Tuesday May 23, 2017

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

Please send cover letter, current resume, and a completed **Capital Area District Libraries Application*** to: Capital Area District Libraries, Attn: Human Resources, 401 S. Capitol Ave., Lansing, MI 48933.

***All applications for employment must be made on the Capital Area District Library 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.*