



JOB ANNOUNCEMENT

CAPITAL AREA DISTRICT LIBRARIES

PO Box 40719, Lansing, MI 48901-7919 (517) 367-6300

DATE: August 19, 2014

POSITION: **PUBLIC SERVICES LIBRARIAN**

HOURS & OF POSITION: **HOLT-DELHI BRANCH**, 2078 Aurelius Road, Holt, MI 48842
20 Hours/week. Will include evenings and weekends.

EMPLOYMENT:

Capital Area District Libraries (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 & EXPERIENCE: Possession of a Master's Degree in Library Science or its equivalent from an ALA accredited institution. Possession of a Michigan Librarian's Professional Certificate. This is an entry-level position. Second Language speakers desired.

NATURE OF WORK: Under the supervision of a Branch Head, provides reader's advisory and reference assistance to patrons of all ages with emphasis on leadership roles in youth services and programming. Develops and maintains assigned library collections; provides one-on-one and group training for library patrons and staff; provides programming for youth and adults. Expertise in technology and digital library resources preferred. Also performs professional work in reader's advisory service, collection development, reference, acquisitions, or other specific fields. Offer outreach services with and to public, schools and community. May supervise the work of support staff. May act as in charge staff member of branch.

SALARY: \$ 21.93 per hour

DEADLINE TO APPLY: Must be received by 5:00 p.m. Tuesday, September 2, 2014.

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

Please send a completed **Capital Area District Libraries Application*** to: Capital Area District Libraries, Attn: Human Resources, PO Box 40719, Lansing, MI 48901-7919.

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

**CAPITAL AREA DISTRICT LIBRARIES SYSTEM
IS AN EQUAL OPPORTUNITY EMPLOYER.**