



JOB ANNOUNCEMENT

CAPITAL AREA DISTRICT LIBRARIES

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

DATE: August 13, 2014

POSITION: **ASSOCIATE DIRECTOR OF PUBLIC SERVICE**

HOURS & LOCATION OF EMPLOYMENT: **Administration**, 401 South Capitol Ave., Lansing, Michigan
40 hours per week. May include evenings and weekends.

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 or its equivalent in Library Science from an ALA accredited institution. A minimum of 5 years satisfactory experience in a public library serving more than 50,000 people.

NATURE OF WORK: Under the direction of the Library Director, coordinates outreach and programming efforts of branch libraries. Coordinates professional development and training for staff members. Works with Friends groups and their efforts to support the library.

SALARY: \$65,264 annually (plus benefits)

DEADLINE TO APPLY: Must be received by 5:00 p.m. Friday, September 5, 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.**