



## JOB ANNOUNCEMENT

### CAPITAL AREA DISTRICT LIBRARIES

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

DATE: September 29, 2014

POSITION: **BRANCH HEAD**

HOURS & LOCATION OF EMPLOYMENT: **Holt-Delhi Branch, 2078 Aurelius Road, Holt, MI 48842.**  
Full-time, will 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 in Library Science or its equivalent from an ALA accredited institution. Possession of a Michigan Librarian's Professional Certificate. Minimum of three years satisfactory experience in a library, public library experience preferred. Previous supervisory experience is preferred.

NATURE OF WORK: Under the supervision of the Director, manages a branch library. Assesses community needs, sets service goals, and plans programs. Trains, supervises, directs, evaluates, and schedules staff. Plans library programs and community outreach. Publicizes and promotes library services.

SALARY: \$56,349 annually plus benefits

DEADLINE TO APPLY: Must be received by 5:00 p.m. Monday, October 20, 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](http://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.**