



JOB ANNOUNCEMENT

CAPITAL AREA DISTRICT LIBRARIES

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

DATE: October 21, 2015

POSITION: **ADULT SELECTION SPECIALIST (Non-Fiction)**

HOURS & LOCATION OF EMPLOYMENT: Capital Area District Libraries, 401 S. Capitol Avenue, Lansing, MI 48933
Full-time. 40 Hours/week.

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 Librarian's Professional Certificate.

NATURE OF WORK: Under the supervision of the Senior Associate Director, coordinates adult materials selection and ordering for non-fiction and audiovisual materials, assists with collection maintenance and assists in programming ideas for adult patrons. Also instrumental in developing service goals and supplemental services.

SALARY: \$53,516 annually (plus benefits)

DEADLINE TO APPLY: Must be received by 5:00 p.m. Tuesday, November 17, 2015.

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.**