



JOB ANNOUNCEMENT

CAPITAL AREA DISTRICT LIBRARIES

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

DATE: August 29, 2016

POSITION: **HEAD OF PUBLIC SERVICES**

HOURS & OF POSITION: **DOWNTOWN BRANCH**, 401 S. Capitol Avenue, Lansing, MI 48933
Full-time.40 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 program. Possession of a Michigan Librarian's Professional Certificate. A minimum of 2 years' experience in a library (preferably a public library). Previous supervisory experience is required. Experience providing reader's advisory services and reference services preferred.

NATURE OF WORK: Under the supervision of the Library Head and with direction from the Associate Director of Public Service provides excellent, friendly and user centered services to community members. Provides day to day direction to staff, supervises and schedules public service staff and develops a culture of continual improvement. Manages collections to optimize materials based on patron needs.

SALARY: \$56,775 annually

DEADLINE TO APPLY: Must be received by 5:00 p.m. Wednesday, September 7, 2016. (dated extended)

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.**