



# JOB ANNOUNCEMENT

## CAPITAL AREA DISTRICT LIBRARIES

401 S. Capitol Avenue, Lansing, MI 48933 (517) 367-6300

DATE: October 3, 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 both inside and outside the library. Acts as an expert innovator and implementer of new service model within a newly renovated Downtown Library. Provides leadership to staff members as part of a forward thinking library system. Participates in CADL-wide public service initiatives.

SALARY: \$55,122 starting salary with full benefits

DEADLINE TO APPLY: Must be received by 5:00 p.m. Friday, October 21,2016

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, 401 S. Capitol Avenue, Lansing, MI 48933.

*\*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.**