



Capital Area District
LIBRARIES

JOB ANNOUNCEMENT

CAPITAL AREA DISTRICT LIBRARIES

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

DATE:	February 28, 2017
POSITION:	BRANCH HEAD – South Lansing Branch , 3500 South Cedar Street, Lansing, Michigan.
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 four (4) years experience in a public library in a supervisory position.
NATURE OF Work:	Under the supervision of the Director, plans and directs the management of the library. Supervises the training, supervision, direction and discipline of circulation and public service staff. Schedules the staffing of the public service desk during all open hours. Assesses community needs, plans and implements programs, sets service goals, builds and maintains an appropriate collection with an emphasis on print and electronic reference resources. Enforces library policies and procedures. Communicates with local government on pertinent library issues. Works with community organizations in promoting the library. Performs related duties as needed or assigned.
TIME & HOURS OF EMPLOYMENT:	Full-time, 40 hours per week. May include evening and weekend hours.
SALARY:	\$60,977 annually
DEADLINE TO APPLY:	Must be received by 5:00 p.m., Tuesday, March 21, 2017
FOR DETAILS AND/OR APPLICATION:	Contact the Capital Area District Libraries, 401 S. Capitol Avenue, Lansing, Michigan, Monday-Friday, 9 a.m.-5 p.m., 517-367-6300 or visit www.cadl.org/jobs for an application.

Please send cover letter, current resume, and a completed **Capital Area District Libraries Application** to: Capital Area District Libraries, Attn: Human Resources, 401 S. Capitol Avenue, Lansing, MI 48933.

**CAPITAL AREA DISTRICT LIBRARIES IS AN EQUAL
OPPORTUNITY EMPLOYER.**