



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

JOB ANNOUNCEMENT

DATE: March 14, 2017

POSITION: **Digital Literacy Librarian**

HOURS & LOCATION OF POSITION: Downtown Branch, 401 S. Capitol Avenue, Lansing <l

Capital Area District Library (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. This is an entry-level position.

NATURE OF WORK: Under the supervision of the Head of Community Outreach and the Senior Director of Public Services, provides technology training and digital learning opportunities and instruction throughout the CADL system. Provides one-on-one and group training for library patrons and staff. Provides timely programming options for both adults and children on relating to on digital literacy. Ability to use and teach a range of technologies including computers, tablets, digital Cameras and mobile devices, 3D printers, coding. Knowledgeable of a range of software across devices (MS Office Suite, Apple product, i-Movie, etc.) and social media services (i.e. Twitter, Facebook, Pinterest, etc.)

SALARY: \$49,360 with benefits

DEADLINE TO APPLY: Must be received by 5:00 p.m., Friday, April 14, 2017.

FOR DETAILS AND/OR APPLICATION: Contact the Capital Area District Library, 401 S. Capitol Avenue, Lansing, Michigan, Monday-Friday, 9am-5pm, (517) 367-6300 or visit www.cadl.org/jobs

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 Ave., Lansing, MI 48933.

***All applications for employment must be made on the Capital Area District Library 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.*

THE CAPITAL AREA DISTRICT LIBRARIES SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER.