



CITY OF LIVONIA
invites applications for the position of:

Librarian I

An Equal Opportunity Employer

SALARY: \$47,444.80 Annually

OPENING DATE: 04/19/18

CLOSING DATE: 05/06/18 11:59 PM

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

An employee in this classification has training and/or work experience in adult literature and programming and works under the direction of an administrative supervisor who assists with difficult or unusual situations.

ILLUSTRATIVE EXAMPLES OF WORK:

The Library is seeking a full time Librarian to provide reference, instructional and reader's advisory services for patrons of all ages. Assists with instruction related to digital services and online products in both group and one-on-one settings. Develops collection areas as assigned, including selecting and weeding materials.

An employee in this classification does professional library work under the direction of an administrative supervisor who assists with difficult or unusual problems. An employee in this classification will perform reference searches and readers' advisory primarily in the area of adult services, although there will be occasions to assist in children's services. Assignments include general reference work, readers' advisory, and book reviewing and purchasing. Contributes to library's online presence. Reports to Head of Adult Services. Other duties will include developing special programs for adults, assisting patrons in the use of the library and preparing displays and exhibits, as well as other duties as assigned.

MINIMUM QUALIFICATIONS AT TIME OF APPLICATION:

QUALIFICATIONS

By the closing date of the announcement, applicants must:

1. Be a citizen of the United States, or a resident alien with the right to work in the United States; and
2. Possess a Master's Degree in Library Science from an American Library Association accredited university; and
3. Have a minimum of three years of full-time experience as a Librarian providing direct service to the public in a public library.

NOTE: Candidates must present Master's Degree at time of application.

PARTS OF EXAMINATION AND WEIGHTS

100% Interview

NOTE: In the event the number of qualified applicants exceeds fifteen, an evaluation will be made; and the fifteen applicants with the most appropriate and relevant combination of experience and training will be invited to the interview. Candidates must pass the interview in order to be placed on the eligible list.

KNOWLEDGE SKILLS AND ABILITIES:

Knowledge of:

- Library Services and reference materials; books and authors;
- Professional practices and techniques of library science;
- On-line library systems and information resources; and principles of training and supervision.

Ability to:

- Use on-line resources and personal computers;
- Select books and fill needs of patrons;
- Perform reference and reader's advisory work;
- Use and explain library resources;
- Establish and maintain cooperative relationships;
- Communicate effectively both verbally and in writing;
- Develop and promote special library program;
- Maintain complex records and prepare reports;
- Work evenings and weekends.

NOTE: At the time of appointment, applicants are required to pass a pre-employment medical examination conducted by a physician authorized by the City of Livonia.

HOW TO APPLY: Application can be completed anytime online at www.governmentjobs.com/careers/livonia or Monday through Friday between the hours of 8:30 a.m. and 5:00 p.m. at the office of the City of Livonia Civil Service Department at 33000 Civic Center Drive Livonia, MI 48154. **If work experience and/or specific skills (e.g. typing, manual shorthand etc.) are listed as qualifications, it will be the responsibility of the applicant to describe their experience and/or skills sufficiently in the EDUCATION AND WORK EXPERIENCE sections of the application form so that it may be determined if the experience and/or skills listed meet the stated qualification requirements. Applicants who do not comply will be disqualified from further consideration.** Attachments or Resumes are not accepted in place of completing the information requested on the official application. However, you may attach extra pages to your application, if necessary, to provide a complete work history to supplement the Employment History section of the application. Applicants will be notified by e-mail of the time and place of the examination.

PURPOSE: The purpose of this examination is to establish an eligible list to fill current and future regular and/or temporary vacancies.

PROBATIONARY PERIOD: Appointees must satisfactorily complete a six month probationary period before the appointment will be considered regular.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.ci.livonia.mi.us>

Job #1072
LIBRARIAN I
SW

OUR OFFICE IS LOCATED AT:

33000 Civic Center Drive
Civil Service Department
Livonia, MI 48154
734-466-2530
civserv@ci.livonia.mi.us

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Librarian I Supplemental Questionnaire

- * 1. Do you possess a Master's Degree in Library Science from an American Library Association accredited university?

☐ Yes ☐ No

- * 2. Did you attach your Masters Degree or transcript in Library Science?

☐ Yes ☐ No

- * 3. Do you have a minimum of three years of full-time experience as a Librarian providing direct service to the public in a public library?

☐ Yes ☐ No

* Required Question