



CITY OF LIVONIA
invites applications for the position of:
Assistant Branch Librarian

An Equal Opportunity Employer

SALARY: \$70,324.80 Annually

OPENING DATE: 03/17/22

CLOSING DATE: 04/03/22 11:59 PM

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

This position is a highly responsible administrative position, managing and coordinating public library services at the Bennett Civic Center Library. There are a broad range of responsibilities; not only to the Adult Services Department but also working cooperatively with other management team members to fulfill the library's mission. This position will work under the direct supervision of the Library Director.

ILLUSTRATIVE EXAMPLES OF WORK:

- Supervise and schedule the Adult Services librarians and library aides, conduct staff training and evaluations, check, sign, and submit timecards to Administration.
- Maintain the Civic Center Emergency Manual and ensure any addition or deletion to the document is conveyed to the staff.
- Oversee the adult collection development budget by assigning budgets to librarians, and ensure the collection is diverse and representative of the needs of the community.
- Oversee the adult programming budget by supervising and participating in creating and scheduling programs including the Noontime Concert Program series.
- Direct workflow; develop procedures; analyze the effectiveness of a program, service, or collection; and make recommendations for changes or improvements.
- Oversee the development and management of library facilities.
- Serve as Librarian in Charge in the absence of the Director and on evening/weekend shifts.
- Work regular shifts at the reference and browsing desks, including two evenings per week and the weekend rotation.
- Participate in Leadership Staff meetings with the Director, prepare monthly reports (programs, attendance statistics, circulation statistics for various electronic platforms, and any important news of note for the Director and the Library Commission.
- Foster community relationships through a variety of means: attend community meetings or events, present programs to organizations, write quarterly articles for the *Livonia Today* periodical, etc.
- Perform other duties as assigned by the Library Director.

MINIMUM QUALIFICATIONS AT TIME OF APPLICATION:

By the closing date of the announcement, applicants must:

1. Be a United States citizen or a resident alien with the right to work in the U.S.; and
2. Possess a master's degree in Library Science from an accredited University; and

3. Have a minimum of four years of full-time paid experience as a Librarian providing direct service to the public in a public library; and
4. Have a minimum of four years full-time paid experience supervising various levels of staff including direct supervisory experience of professional librarian staff.

PARTS OF EXAMINATION AND WEIGHTS:

Interview - 100%

*If the number of qualified applicants exceeds 15, an evaluation will be made and the 15 applicants with the most appropriate and responsible combination of experience and training will be invited to the interview.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to communicate effectively, both verbally and in writing
- Be a self-starter who can anticipate needs and resolve issues in a diplomatic manner
- Possess excellent people skills and be adept at working with a variety of personalities
- Ensure excellent customer service is provided to all patrons and visitors
- Capable of representing the Library or Director at local or professional functions
- Maintain a direct line of communication with the Director

NOTE: Upon offer of employment, applicants are required to complete a pre-employment physical examination conducted by a physician authorized by the City of Livonia.

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

HOW TO APPLY: Applications 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 EMPLOYMENT HISTORY 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 email of the time and place of the examination.

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.livonia.gov>

Job #1134 o.c.
ASSISTANT BRANCH LIBRARIAN
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OUR OFFICE IS LOCATED AT:
Livonia City Hall, 33000 Civic Center Drive
3rd Floor Civil Service Department
Livonia, MI 48154
(734) 466-2530
civserv@livonia.gov

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Assistant Branch Librarian Supplemental Questionnaire

- * 1. Do you possess a master's degree in Library Science from an accredited University?
 Yes No

- * 2. Do you have a minimum of four years of full-time paid experience as a Librarian providing direct service to the public in a public library?
 Yes No

- * 3. Do you have a minimum of four years full-time paid experience supervising various levels of staff including direct supervisory experience of professional librarian staff?
 Yes No

- * Required Question