Manager’s Office

(517) 323-8590

JOB POSTING

Job Title: Head of Adult Services

Date Posted: February 12, 2020

Deadline to Apply: March 4, 2020

Department: District Library

Pay Grade: FT/07

Salary: $54,388.32

The Manager's Office will be accepting applications for the position of full-time Head of Adult Services for the Delta Township District Library.

Under the supervision of the Library Director, performs a variety of professional and public services duties and responsibilities pertaining to the provision of reference and reader’s advisory services, programming, outreach, and collection development.

This position requires a Master’s Degree in Library and Information Science from an ALA accredited library school. A minimum one (1) year library experience desired. Familiarity with SirsiDynix Symphony preferred. Requires expertise in programming and adult materials. Requires the ability to effectively manage and develop staff. Possess excellent communication skills including confidence in public speaking; requires the ability to deal effectively with the public, associates, vendors, and other members of the staff in a tactful, courteous manner; works well in a collaborative, team environment. Demonstrated competency with information technology, including electronic resources, integrated library systems, internet, computers and mobile devices, etc. Requires strong organizational, time management skills, and the ability to meet deadlines. Possess an enthusiastic, positive public service orientation. Flexibility in scheduling including the ability to work evenings and weekends is required.

Qualified applicants interested in applying for this position may submit an application, cover letter, and resume to Linda Wells via email @ lwells@deltami.gov or mail c/o the Manager's Office, 7710 W. Saginaw Hwy, Lansing, MI 48917 by 5:00 p.m. on Wednesday, March 4, 2020.

EQUAL EMPLOYMENT OPPORTUNITY

Delta Township is an equal opportunity employer and is dedicated to the goal of building a culturally diverse staff. Delta Township strongly encourages applications from minorities and women. It is the policy of Delta Township not to discriminate against because of actual or perceived race, color, religion, national origin, sex, age, height, weight, marital status, physical or mental limitation, source of income, familial status, sexual orientation, or gender identity/expression. The following person has been designated to handle inquiries regarding the non-discrimination policies: Brian Reed, Township Manager, 7710 W. Saginaw Hwy., Lansing, MI 48917 (517) 323-8590.

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