Supervisor Kenneth R. Fletcher
Treasurer Howard A. Pizzo
Clerk Mary R. Clark
Manager Brian T. Reed

Trustee Andrea M. Cascarilla
Trustee Dennis R. Fedewa
Trustee Karen J. Mojica
Trustee Deana M. Newman

Manager's Office

(517) 323-8590

J O B P O S T I N G

Position: Circulation Services Librarian

Department: District Library

Date Posted: April 12, 2017

Pay Grade: 07

Expiration Date: April 28, 2017

Salary: $50,506.17 - $60,607.38

Delta Township is accepting applications for the position of Circulation Services Librarian.

This position will be responsible for overseeing all operations and staff of the library's circulation department including interlibrary loan. Duties include providing leadership, training, and guidance to staff to ensure outstanding customer service and the implementation of efficient and effective circulation operations.

Education and Experience: 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.

Other: Demonstrated competency with information technology including electronic resources, online catalogues, internet, etc. Possess excellent communication skills including confidence in public speaking; requires ability to deal effectively with the public, associates, vendors, and other members of the staff in a tactful, courteous manner. Requires strong organizational and time management skills. Knowledge of and experience with computers is also required. **Flexibility in scheduling including the ability to work evenings and weekends is required.**

Qualified applicants interested in applying for this position should submit a resume and cover letter to: Linda F. Wells, Manager's Office, Delta Township, 7710 W. Saginaw Hwy., Lansing, MI 48917, or email to lwells@deltami.gov or fax to (517) 327-1703 no later than **5:00 p.m. on Friday, April 28, 2017.**

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of Delta Township that no person is discriminated 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. Please direct any inquiries to Linda Wells, Human Resources Generalist, 7710 W. Saginaw Hwy., Lansing, MI 48917 (517) 323-8590.