

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

Trustee Fonda J. Brewer
Trustee Andrea M. Cascarilla
Trustee Dennis R. Fedewa
Trustee Karen J. Mojica



Manager's Office

(517) 323-8590



Job Title: Head of Technical Services

Department: District Library

Date Posted: February 11, 2019

Pay Grade: FT/07

Deadline to Apply: February 25, 2019

Salary: \$53,061.78

The Manager's Office will be accepting applications for the position of full-time Head of Technical 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 library's technical services operations including cataloging and processing.

This position requires a Master's Degree in Library and Information Science and a minimum of one (1) year library experience. Requires the ability to effectively manage and develop staff. Requires excellent communication skills including confidence in public speaking; requires the ability to deal effectively with the public, associates, and vendors; and to work well in a collaborative, team environment. Requires demonstrated competency with information technology, including electronic resources, integrated library systems, internet, computers and mobile devices. Requires strong organizational, time management skills, the ability to meet deadlines, and 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 and resume to Linda Wells via email @ lwells@deltami.gov; fax (517-327-1703); or mail c/o the Manager's Office, 7710 W. Saginaw Hwy, Lansing, MI 48917 by **5:00 p.m. on Monday, February 25, 2019.**

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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