

Employment Opportunities Substitute Librarian

Chelsea District Library (CDL) is seeking a creative, energetic, organized, and engaging person to join us as a substitute librarian. This person understands the necessity and value of public libraries and their ability to transform lives in small and large ways.

As a substitute librarian at CDL, you will find opportunities to work closely with the public in a friendly, engaging environment, and to hone your reference and research skills in a public library setting. CDL will provide reference and customer service training to help you excel in this role.

Why Chelsea District Library?

CDL is a nationally recognized library located in historic downtown Chelsea with a mission to engage, inspire, and equip through evolving resources and service. An integral part of the Chelsea community, we provide patrons of all ages with a variety of services, resources, and programs to meet the educational, recreational, and informational needs of the community we serve. We truly believe that coming to work every day should be fun, challenging, and supportive! We look forward to hearing how you can support our mission and contribute to our culture.

Items to submit (in a single PDF file):

1. Cover letter
2. Resume
3. CDL job [application](#)

Apply to: Chris Berggren, Administrative Assistant
cberggren@chelseadistrictlibrary.org

Deadline for applications: Open until filled

Interviews anticipated: Jan. 2020

Target starting date: As soon as a qualified candidate can start.

Chelsea District Library

Chelsea, MI

Position Description

Position Title: Substitute Librarian

Reports To: Head of Information Services

Hours: Irregular; including weekdays, evenings, and weekends

Classification: Part-time, hourly, non-exempt

Wage Range: \$16.00-\$17.50 per hour

Purpose and Scope:

Substitute Librarians provide professional library services to Chelsea District Library patrons of all ages. Substitutes may be called upon to fill in for vacations and absences of regular staff. Work shifts ranging from four to eight hours depending on the library's needs.

Specific Duties:

1. Serve as a reference and reader's advisory librarian to the public at the reference desk in person and by telephone.
2. Assist users with accessing library resources, including but not limited to public computers, study rooms, digital resources, event registration, physical materials, etc.
3. Other duties as assigned.

Qualifications Required:

1. Completion of at least one semester towards a Master's degree in Library or Information Science from an ALA-accredited program.
2. Demonstrated proficiency with PC, Internet applications, and mobile devices.
3. Knowledge of reference resources, including library databases.
4. Enthusiastic customer service skills and positive, proactive public service orientation.
5. Ability to communicate with the public, staff, and Trustees on the phone, in-person and in writing, in a professional and courteous manner.
6. Ability to handle confidential and sensitive information in an appropriate and secure manner.
7. Ability to organize work under minimal supervision.
8. Public library experience at any level.

Qualifications Preferred:

1. Public library experience at the professional level.
2. Experience using Carl X automation system