

Flat Rock Public Library
25200 Gibraltar Road
Flat Rock, MI 48105
Phone: 734-782-2430
Fax: 734-789-8265
www.frlib.org
www.facebook.com/flatrockpubliclibrary

The Flat Rock Public Library currently serves approximately 9,878 residents of the City of Flat Rock and approximately 3,289 residents of the City of Rockwood (2010 U.S. Census). We are a busy place with many youth and family programs and are fortunate to have such wonderful community support in all areas. We are nicely situated in front of the Flat Rock Historical Area Buildings, next to a beautiful city park, and just across the park from the Municipal Building, which houses all City of Flat Rock services.

JOB TITLE: Substitute Librarian

JOB CLASSIFICATION: Part-Time; No Benefits

SALARY RANGE: \$16.00/hour

HOURS: As needed—including days, nights, and weekends

JOB DUTIES:

The substitute librarian is under the general supervision of the Director and is responsible for providing professional library service at the reference desk. This includes:

- Answering reference questions (in person and on the phone), including providing reader's advisory, by making practical use of available library resources.
- Locating materials in the collection using the Enterprise Catalog and other databases, such as MeLCat.
- Using discretion when handling inquiries that are confidential or sensitive in nature.
- Placing items on hold for patrons
- Other computer-related tasks, such as but no limited to, providing basic technology instruction to patrons, including Internet navigation and use of Microsoft Office programs (Word, Excel, etc.).
- Assist patrons with downloadable digital resources, such as eBooks and audio eBooks, on various devices.
- Follow and enforce all library rules, policies and procedures, and patron privacy laws.
- Other duties as assigned

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QUALIFICATIONS:

Candidates should be enthusiastic and energetic with a desire to provide excellent service to patrons of all ages. Candidates should be flexible, approachable, and comfortable with a broad range of technologies. Applicants must have:

- Master's Degree in Library Science from an ALA accredited institution (*Please note: Proof must be presented at time of interview*).
- Eligibility for appropriate Michigan Library certification (*Please note: Proof must be presented at time of interview*).
- Flexible schedule with evening and weekend availability
- Excellent and proficient computer literacy and internet searching skills
- Ability to effectively communicate ideas and information both in written and oral form
- Ability to work independently as well as on a team
- Ability to meet, communicate with, and deal with people effectively
- (*preferred*) Minimum of a year of relevant library experience
- (*preferred*) Familiarity with OverDrive/Download Destination, e-readers, and other new and emerging technologies.

TO APPLY:

Email a cover letter and resume to:

Rachel Lee, Library Director

Flat Rock Public Library

director@frlib.org

Applications will be accepted until position is filled.

Flat Rock Public Library provides "reasonable accommodations" to qualified individuals with disabilities, in accordance with the Americans With Disabilities Act and applicable state and local laws.