

Flat Rock Public Library is seeking a Substitute Librarian.

JOB TITLE: Substitute Librarian

JOB CLASSIFICATION: Part-Time; No Benefits

SALARY RANGE: \$16.00/hour

HOURS: As needed—including days, nights, and weekends (week day availability desired)

JOB DUTIES:

The substitute librarian reports to the Director/Head of Adult Services is responsible for providing patron service at the reference desk. This includes:

- Greeting patrons
- Answering reference questions (in person and on the phone), including providing reader's advisory
- Locating materials in the collection
- 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.).
- Other duties as assigned

Policy 3.1 and 6.2

- Provide comprehensive reference and readers' advisory services.
- Assist patrons with downloadable digital resources including eBooks, audio eBooks, magazines, and music on multiple platforms/devices.
- Instruct patrons on the use of electronic databases, the library catalog and website, and other library technology.
- Master of Library Science degree from a library school accredited by the American Library Association. Candidates *must submit proof of degree with application and official transcript at time of interview.*
- Demonstrated proficiency with electronic databases, Microsoft Office applications, social networking sites, and mobile technology, especially as it relates to eBooks and other digital resources.
- Ability to interact courteously and effectively with the public, library staff, library volunteers, and other City departments.
- Ability to work in a collaborative, dynamic, fast-paced environment, using excellent organizational and time management skills.

- As a condition of employment, the successful candidate must pass a background check and pre-employment physical, including drug screen.
- Follow and enforce all library rules, policies and procedures.
- Follow patron privacy laws.
- Answer telephone and accurately give information and when necessary, direct calls to the correct location or staff for information.

♣ If scheduled, open or close the library, following established procedures.

RESPONSIBILITIES: Reports to the Library Director/Head of Adult Services. The Substitute Librarian will be required to perform the following types of duties:

- Provide readers' advisory and reference services to patrons using various collections and materials, and in multiple formats.
- Provide technology instruction to patrons, including Internet navigation; use of Microsoft Office programs (Word, Excel, etc.); e-reader and tablet use; and use of electronic resources, including databases, e-books, and e-audiobooks.
- Other duties as assigned.

Being engaged with up-to-date technology is a priority and a value to Library staff, residents, and businesses.

Under the direction of the Head of Adult Information Services, the Librarian performs a variety of professional and public service tasks in order to support the educational, recreational, business, and cultural needs of the community.

QUALIFICATIONS:

Required:

- Master's Degree in Library Science from an ALA accredited institution (*Please note: Proof must be presented at time of interview*).
- Flexible schedule with evening and weekend availability
- Good written and verbal communication skills
- Public service orientation
- (*preferred*) Minimum of a year of relevant library experience
- (*preferred*) Familiarity with OverDrive/Download Destination and e-readers.

Job Requirements:

- Customer service and/or library experience.
- ♣ Public service attitude, computer skills, and good communication skills.
- ♣ Have appropriate reading abilities to sort and properly shelve materials according to the Dewey Decimal System.
- ♣ Must be able to work independently as well as with a team.

QUALIFICATIONS: Master's Degree in Library Science from an ALA accredited institution. 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.

TECHNOLOGY: Excellent computer skills are required, including:

- Knowledge of subscription databases and common software packages
- High-level Internet searching skills
- Ability to teach people how to use e-books, downloadable audio books, and other electronic resources
- Acquaintance with emerging technologies

TO APPLY:

Email a cover letter and resume to:

Michael Cummings, Library Director

Flat Rock Public Library

director@frlib.org