

**PART TIME SUBSTITUTE LIBRARIANS
CITY OF MADISON HEIGHTS
(2 positions currently available)**

\$18.00 - \$18.50 per hour; hours vary based upon operational needs

Assumes professional responsibilities of regular Part Time Professional Librarians. Assists in providing reference and readers' advisory services; assists patrons in the effective use of library resources including public computers, printing, and online resources. Works on projects as assigned when not assisting patrons. Assists with circulation duties as needed.

REQUIREMENTS:

MLS Degree from an ALA accredited school or currently enrolled in accredited MLS Degree program.
Reference Experience preferred.
Must have minimum two years library experience.
Knowledge of and experience with Microsoft Office.
Ability to perform clerical tasks (light typing and filing).
Provides reference and reader advisory services.
Ability to work efficiently without direct supervision.
Ability to work and deal tactfully and courteously with the public and maintain good working relationship with fellow employees.
Familiarity with CARL/FRBR catalog and circulation system preferred.

Schedules vary, including both day and evening shifts as well as both Saturday and Sundays.

**APPLY AT: WWW.MADISON-HEIGHTS.ORG/JOBS
UPLOAD COLLEGE TRANSCRIPTS/MLS DEGREE**

DEADLINE: Applications taken until position is filled.

Form I-9 must be completed at time of hire.

An Equal Employment Opportunity Employer