Position: Information Services Substitute Librarian, Part-time

Job Duties:
1. Provides readers’ advisory and reference services.
2. Provides computer assistance using a variety of collections, materials and formats.
3. Promotes programming services appropriate to the needs of the community; manages volunteers.
4. Trains and assists patrons with day-to-day computer questions and learning new technology and software.
5. Works on special projects and tasks as assigned.

Job Requirements:
- MLS from an ALA accredited school.
- Knowledge of adult and youth literature.
- Proficient in MS Office, Internet browsers, and other computer related technology.
- Communicates effectively with patrons, co-workers, and professional colleagues.
- Enthusiastic, positive, friendly, self-motivated, create and approachable.
- Adapts and responds to multiple priorities, interruptions and demands, and resolve problem situations in a positive manner.
- Dedicated to public service.
- Dedicated to providing positive customer service.
- Strong organizational skills and attention to detail.
- Excellent verbal, written, and interpersonal communication skills.

Salary: $18.50 per hour

Hours: Flexibility to work varied hours, including Sundays.

Benefits: None

Application:
- Resume, cover letter and application required.
- Available at https://novilib.org/About-Us/Employment-Volunteering.aspx
- Send to: Marcia Dominick, Administrative Assistant
  Novi Public Library
  45255 W. Ten Mile Road
  Novi, Michigan 48375
- E-mail: mdominick@novilib.org

Deadline: Until filled