

JOB OPPORTUNITY

Part-time Librarian Substitute

Location:	Public Library - City of Royal Oak, MI
Open Until:	Ongoing-open until filled
Schedule:	Variable and flexible; must be willing to work at least one morning, one afternoon and one evening a week; along with one Saturday and two Sundays a month.
Pay Range:	\$21.53-\$27.98 per hour

Job Description

Employees in the **Part-time Librarian Substitute** position serve in both the Adult and Youth & Teen Services departments. A **Part-time Librarian Substitute** will be trained by the Department Heads and fellow staff for public service at the reference desks.

A **Part-time Librarian Substitute** may be called upon to do any or all of the following (These examples do not include all of the tasks which the employee may be expected to perform):

- Provide reference and readers' advisory services, both in person, by email, and on the phone
- Offer instruction in the use of library systems and resources
- Assist in use of internet and computer applications, both on PCs and Apple devices
- Help to create bibliographies for suggested reading
- Assist librarians in compiling collection statistics to be used in evaluation and weeding
- Assist in the preparation of displays
- Pick up toys in play area; straighten books on shelves
- Feed the fish during opening shifts
- Enter daily statistics during closing shifts
- Assisting with web content updates
- Occasionally dealing with disruptive patrons, and making Department Head or police aware of any safety or health concerns
- Other tasks as assigned by a Department Head

Qualifications for Employment:

- Strong knowledge of literature and readers' interest levels
- Working knowledge of current library trends
- Demonstrable team spirit
- Ability to establish and maintain a professional and respectful relationship with library staff and patrons
- Excellent interpersonal skills, as well as verbal and written communication skills
- Knowledge of current library technology and MS Office products
- Ability to reach, bend, stretch and stand for long periods
- Flexible schedule: should be available at least one morning, one afternoon, and one evening a week; at least one Saturday and two Sundays a month.

Training and Experience:

A **Part-Time Librarian Substitute**, *upon application*, shall have the following training and experience:

Required:

- Master's Degree in Library Science or equivalent from ALA Accredited School

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to communicate in person and by phone, read regular and small print, sit, use limited mobility in an office setting, use manual dexterity to type and enter data, use sight to read and prepare documents and reports. The employee is frequently required to reach with hands and arms to grasp, hold, use keyboard, and carry equipment. The employee is occasionally required to stoop, bend, kneel and/or crouch to inspect conditions. The employee will occasionally lift equipment of light to moderate weight.

The typical work environment for this job is a public setting where the noise level is quiet to moderate.

FOR MORE DETAILS AND TO APPLY FOR THIS POSITION PLEASE VISIT:

<https://www.romi.gov/270/Job-Openings>

-or- inquire with Human Resources