

YPSILANTI DISTRICT LIBRARY
Job Posting: Substitute Librarian

Date: January 3, 2019

Position: Substitute Librarian

Nature of Work:

Under the direction of the Adult Services, Youth Services, Outreach Services, or Branch Head, performs professional reference work, helping patrons of all ages use the library.

- Provides quick, accurate and friendly reference and reader's advisory services to the public, using print as well as electronic resources.
- Assists patrons with library technology such as the library catalog, databases, streaming content services, eBooks, photocopiers and printers, self-service checkout, public computer stations and the Internet.
- Provides community information and referral services.
- Follows and enforces all library rules, policies, procedures and patron privacy laws.

Qualifications:

- Master's Degree in Library/ Information Science from an ALA-accredited school.
- Experience in public library reference work.
- Familiarity with print and electronic reference sources, Internet sites, and office software.
- Excellent communication and interpersonal skills.
- Strong commitment to public service excellence.
- Ability to function in a professional manner, work independently, and use good judgment.
- Flexible, dependable, and willing to work at a variety of locations on call.
- Enthusiastic, positive team player.
- Proficiency in using computers and high-level Internet searching skills.
- Ability to return to tasks after frequent interruptions.
- Ability to handle multiple tasks simultaneously.
- Ability to work with diverse populations at all levels of learning.

Time/Hours:

Hours of employment and departmental assignments will vary. May include daytime, evening, or weekend hours, including some Sundays. No permanent hours or schedule are implied.

Salary/Benefits:

\$17.00/hour. No benefits.

Position open until filled.

To Apply: Send resume, cover letter, & application form (available at www.ypsilibrary.org) to:

Human Resources
Ypsilanti District Library
5577 Whittaker Road
Ypsilanti, Michigan 48197

or lisa@ypsilibrary.org

Applications received by Wednesday, January 22, will be given first consideration.

YDL is an Equal Opportunity Employer