



Redford Township District Library invites applications for the position of **Substitute Librarian**

The Role

The primary responsibility of this position is to assist with delivery of reference and reader's advisory services to patrons of all ages. A successful candidate will have a strong commitment to provide quality public service and the desire to work in a collaborative team environment.

Responsibilities

- Deliver reference and reader's advisory services in-person and over the phone.
- Provide technology instruction to patrons on various devices.
- Carry out goals that align with RTDL's strategic plan.
- Create positive customer experience.
- Other duties as assigned.

Minimum Training and Experience

- Master of Library and Information Science degree (or near completion) from an ALA accredited program.
- Proficiency in the use of computers for library work; including the ability to access and utilize Internet resources and office software applications.
- Preferred: public library experience, familiarity with databases, and previous use of TLC CARL•X.

Other Requirements:

This position requires the ability to:

- Analyze and resolve problems, organize tasks, set priorities, achieve goals, maintain records, and facilitate positive relationships with staff and patrons.
- Communicate effectively verbally and in writing with the public and team members.
- Sit or stand for extended periods of time in the performance of the duties associated with this position.
- Lift objects weighing up to 50 pounds without assistance.
- Access, input, and retrieve information from a computer.

Employment Details

- Compensation: \$17.50, with increase possible after successful completion of orientation
- Benefits: Benefits are not offered with this position
- Hours: As needed; including weekdays, evenings, and weekends
- Supervisor: Head of Adult Services and/or Head of Youth Services
- To apply: Submit application and resume by going to rtdl.org/about/employment/
- Deadline: Position open until filled