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: $20.00 / hour
- 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

Redford Township District Library is an equal opportunity employer.