

Chelsea District Library

Chelsea, MI

Position Description

Position Title: Substitute Librarian
Reports To: Head of Youth and Teen Services
Hours: Irregular; including weekdays, evenings, and weekends
Classification: Part-time, hourly, non-exempt
Wage Range: \$13.33- \$18.67 per hour

Purpose and Scope:

Substitute Librarians provide public service to Chelsea District Library patrons of all ages. Substitutes may be called upon to fill in for vacations and absences of regular staff. Work shifts ranging from four to eight hours depending on the library's needs.

Specific Duties:

1. Serve as a reference and reader's advisory librarian to the public at the reference desk in person and by telephone.
2. Other duties as assigned.

Qualifications Required:

1. Masters degree in Library or Information Science from an ALA-accredited school, or completion of 20 hours towards degree and completion of Reference coursework.
2. Demonstrated proficiency with various electronic library resources and the Internet.
3. Knowledge of reference resources.
4. Enthusiastic, positive public service orientation.
5. Ability to communicate with staff, Trustees, and the public on the phone, in-person and in writing, in a professional and courteous manner.
6. Demonstrated proficiency with PC applications, including word-processing and spreadsheets.
7. Ability to handle confidential and sensitive information in an appropriate and secure manner.
8. Ability to organize work under minimal supervision.
9. Public library experience at any level.

Qualifications Preferred:

1. Public library experience at the professional level.
2. Experience using SIRSI automation system

Please send resume with cover letter to:

Chelsea District Library
221 S. Main St.
Chelsea, MI 48118
Attn: Terri Lancaster

Phone: 734-475-8732
Fax: 734-475-6190
Email: tlancaster@chelseadistrictlibrary.org

Open until position filled