# **Notice of Vacancy/Job Posting**

**Position:** Substitute Librarian

**Location:** Fraser Public Library

**Salary and Hours:** Part-time Non-Union position; Salary DOQ; hours vary

***JOB POSTING***

**From Thursday, March 20 until Thursday, April 3, 2014**

***Responsibilities***

* Provide a full range of reference and library services to the public including print from non-print resources
* Assist with technology resources including troubleshooting hardware and instructing in software to best extent of their individual knowledge
* Provide interlibrary loan
* Assist at Circulation Desk as necessary
* Make suggestions and select and coordinate material purchases
* Assist with cataloging and processing
* Welcome groups
* Assist with programming
* Suggest improvements in information delivery, library organization and working environment
* As necessary, assumes responsibility for supervision of library and staff including intervening in patron/staff disputes and enforcing library policy throughout the building.

***Qualifications***

* Master’s degree in Library Science or 21 hours towards an MLIS

***Necessary Special Requirements***

* Knowledge of print and online information, resources, computers and software programs
* Good communication skills - verbal, interpersonal and written
* Desire to meet the public and serve people of all ages; pleasant, approachable demeanor
* Motivated to improve skills without formal workshop training
* Ability to conduct oneself with courtesy and tact

*The qualifications listed above are guidelines. Other combinations of education and experience which could provide the necessary knowledge, skills and abilities to perform the job will be considered.*

*The City of Fraser does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.*

**Send your letter of interest, resume and application to**

**City Manager’s Office**

**33000 Garfield, Fraser, MI 48026**

**no later than April 3, 2014 at 4:00 p.m.**