

Milan Public Library
Substitute Reference Librarian

Job Summary:

The substitute reference librarian provides reference service, reader's advisory and assistance with public workstations, software and internet searching.

Duties:

- Conducting reference interviews to determine user's needs
- Providing reference and reader's advisory service to all patrons as needed, in-person, by email or telephone.
- Assisting library users with the online catalog, MEL, databases, E-readers etc.
- Maintaining proper learning environment through enforcement of library policies and procedures
- Other duties as assigned

Requirements:

- MLS from an ALA accredited library school
- Ability to provide high quality library service to patrons of all ages
- Demonstrated knowledge of public library materials and resources
- Ability to prioritize duties and tasks and work independently
- Experience with Microsoft Office, Internet Explorer, Firefox and Chrome
- Availability to work shifts of 2-10 hours on short notice at various hours (library is open 54 hours per week)

Physical Requirements:

- Sitting, standing, walking, climbing, and stooping.
- Talking and hearing; use of the telephone.
- Far vision at 20 feet or further; near vision at 20 inches or less.
- Lifting and carrying: 50 pounds or less.

Wages:

\$16 per hour