

White Lake Township Library
7527 E Highland Road
White Lake MI 48383
Phone: 248-698-4942 Fax: 248-698-2550
www.whitelakelibrary.org

Employment Opportunity

Position: Substitute Professional Librarian

Reports to: Head of Adult Services

Pay rate: MLIS degree - \$16.50 an hour
Student in MLIS program - \$14 an hour

Hours: As needed- including days, nights and weekends
(When possible scheduled in advance)

Responsibilities: Offer excellent customer service while providing reference and reader's advisory services for adults, teens and children
Locate materials throughout the Library building and cooperative (TLN) using the Enterprise catalog or within the MelCat system
Assist patrons in materials selection
Assist library patrons with downloadable digital resources such as eBooks and audio eBooks on various devices
Assist in troubleshooting of library equipment including computers, printers and copiers
Follow and enforce all library rules, policies, procedures and patron privacy laws
Perform other duties as assigned

Qualifications: ALA-accredited MLIS degree or significant progress in MLIS program
Ability to provide professional reference and reader's advisory assistance for adults, teens and children
Computer literacy including use of databases and Microsoft Office applications; ability to teach others these same skills preferred
Enthusiasm and commitment to public service excellence
Ability to work effectively with public and other library employees
Strong interpersonal, communication and technology skills
Public library experience preferred

Deadline: September 15, 2016

Application: Resume, cover letter and complete White Lake Township Library application form.
The application form is available on our webpage
<http://www.whitelakelibrary.org/hours.asp>

Send or email application to:
Amy Rosen,
Head of Adult Services and Technology
White Lake Township Library
7527 E. Highland Road
White Lake MI 48383
arosen@whitelakelibrary.org

The White Lake Township Library is an equal opportunity employer.