

# Chelsea District Library

Chelsea, MI

## Position Description

**Position Title:** Substitute Librarian

**Reports To:** Head of Information Services

**Hours:** Irregular; including weekdays, evenings, and weekends

**Classification:** Part-time, hourly, non-exempt

**Wage Range:** \$16.00 per hour

### **Purpose and Scope:**

Substitute Librarians provide professional library services 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. Assist users with accessing library resources, including but not limited to public computers, study rooms, digital resources, event registration, physical materials, etc.
3. Other duties as assigned.

### **Qualifications Required:**

1. Master's 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 PC, Internet applications, and mobile devices.
3. Knowledge of reference resources, including library databases.
4. Enthusiastic customer service skills and positive, proactive 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. Ability to handle confidential and sensitive information in an appropriate and secure manner.
7. Ability to organize work under minimal supervision.
8. Public library experience at any level.

### **Qualifications Preferred:**

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