



## **Redford Township District Library invites applications for the position of Substitute Librarian**

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The Redford Township District Library (Redford, MI) believes in connecting our customers with the books they love, information they need and the world they live in. RTDL is currently welcoming applications for a library substitute. We are looking for someone to join our team who can help us serve the community through their helpful spirit, creativity, and passion for connecting people to the transforming power of knowledge.

Here's what you'll need to be:

- A team player, with a knowledge of helpful resources for patrons.
- Tech-literate and capable of learning new devices on the fly.
- Energetic with a passion for providing excellent customer service
- A contributor of relevant ideas and creative solutions as they relate to our collection, programming, patrons, and community

If you are interested, please read the job description attached and submit your application and resume using the following link:

<http://redfordlibrary.org/home/employment>

Click "Apply Online" to fill out an application and attach a resume for review.

**Job Title: Substitute Librarian**

**Status: Non-exempt**

**Starting Wage: MLIS - \$18.00 per hour**

**MLIS Student - \$15.00 per hour**

**Hours: Substitute only (mainly evening and weekend hours)**

**Supervisor: Head of Adult Services and/or Head of Youth Services**

**Posting Date: February 18<sup>th</sup>, 2019**

**Closing Date: March 6<sup>th</sup>, 2019**

### **Job Summary**

The primary responsibility of this position is to assist with delivery of reference and reader's advisory services to patrons of all ages.

### **Examples of Work**

- Deliver reference and reader's advisory services in-person and over the phone.
- Assist patrons with computers, Wi-Fi, photocopiers and other equipment.
- Carry out goals that align with RTDL's strategic plan.
- Create positive customer experience.
- Participates in RTDL staff functions and training.
- Other duties as assigned.

### **Minimum Training and Experience**

- MIS or MLIS from an ALA-accredited program or enrollment in an accredited Library or Information Science program.
- Proficiency in the use of computers for library work; including the ability to access and utilize Internet resources and office software applications.
- Preferred: public library experience, familiarity with databases, and previous use of TLC CARL•X.

### **Other Requirements:**

This position requires:

- The ability to analyze and resolve problems, organize tasks, set priorities, achieve goals, maintain records, and facilitate positive relationships with staff and patrons.
- The ability to communicate effectively verbally and in writing with a diverse population, both within and outside of the library.
- The ability to sit or stand for extended periods of time in the performance of the duties associated with this position. Lifting objects weighing up to 50 pounds without assistance is also required. The ability to access, input, and retrieve information from a computer is essential to this position.

This is not intended to be a contract or an all-inclusive list of duties. Employees may be required to perform other duties necessary to meet the on-going needs of the Redford Township District Library.