# **Notice of Vacancy/Job Posting**

**Position:** Substitute Librarian

**Location:** Fraser Public Library

**Salary and Hours:** Part-time non-union position; Wage $17 per hour; hours vary (morning, afternoon, evening and weekend hours available). This position may lead to permanent hours.

***JOB POSTING***

**Open Until Filled. Priority will be given to applications received by June 3, 2019**

***Responsibilities***

* Provide a full range of reference and library services to the public, including print and non-print resources
* Assist with technology resources, including troubleshooting hardware and instructing in software to best extent of individual knowledge.
* Ability to provide a high quality library service to customers of all ages.
* Communicates with, and assists, circulation and technical services staff as needed.
* Assist with cataloging and processing.
* Assist with programming and groups.
* Ability to establish and maintain effective working relationships with associates, supervisors and especially with the public.
* Ability and skill to adapt to changing procedures and situations.
* Knowledge of Sirsi preferred, but not required.
* May serve as Person-in-Charge during the absence of senior staff.

***Qualifications***

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

***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
* Ability to conduct oneself with courtesy and tact

*The qualifications above are guidelines and other combinations of education and experience which 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**

**Open Until Filled**

**Applications can be found at** [**http://micityoffraser.com/**](http://micityoffraser.com/) **under Human Resources – Job Opportunities**