**The Southfield Public Library is currently seeking enthusiastic, qualified applicants for the position of Substitute Librarian.**

**JOB TITLE: Substitute Librarian, Adult Services**

**RESPONSIBILITIES**

* Provide professional reference and reader’s advisory services to library users.
* Instruct patrons in the use of all library resources, including online and digital services.
* Assist patrons with using the library and locating materials.

**REQUIREMENTS**

* Master’s degree from an ALA accredited library school.
* Excellent communication and customer service skills.
* Public library experience preferred.

**SALARY**

* $15.00 per hour, with increments to $20.00 per hour
* No benefits

 **HOURS**

* Variable and flexible, up to 19 hours per week.
* Day, evening and weekend shifts available.

 **LIBRARY HOURS**

* Monday 1:00-9:00 p.m.
* Tuesday, Wednesday, Thursday 10:00 a.m.-9:00 p.m.
* Friday 1:00-5:00 p.m.
* Saturday 10:00 a.m.-5:00 p.m.
* Sunday (Sept.-May) 1:00-5:00 p.m.

**APPLICATION**

* Resume, cover letter and [City of Southfield Application for Employment](https://www.cityofsouthfield.com/sites/default/files/inline-files/generalapplication-fillable.pdf) required.
* Send to:

Betsy Soderbloom
Adult Services Coordinator
Southfield Public Library
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Southfield, MI 48076
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