

# Wayne Public Library



## Employment Opportunity

**Position:** Substitute Librarian

**Hours:** As needed with no set schedule

**Location:** Wayne Public Library, 3737 S. Wayne Rd., Wayne, MI 48184

### Responsibilities:

- Provide reference and readers' advisory service for adults, teens, and children
- Assist patrons with computers and other technology
- Assist with the general operation of the library, including helping to open and close the building
- Assist with special projects
- Other duties as assigned

### Requirements:

- Master's degree in Library Science from an ALA-accredited program, or significant progress in an MLS program
- Available for a flexible and varying work schedule
- Enthusiasm and commitment to excellent public service
- Strong interpersonal, communication, and technology skills
- Strong organizational skills and attention to detail
- Ability to work independently
- Ability to lift and/or carry objects weighing up to 20 pounds
- Physical mobility, vision, hearing, and manual dexterity

**Wage:** \$17 - \$18.50/hr

**To apply:** Email a cover letter, resume, application, and three professional references to: [jobs@cityofwayne.com](mailto:jobs@cityofwayne.com). Alternatively, you may submit paper copies to:  
City of Wayne Personnel Department  
3355 S. Wayne Rd.  
Wayne, MI 48184

Applications are available at <http://www.ci.wayne.mi.us/pdfs/employapp.pdf>

Applications received by September 10, 2021 will receive first consideration.

The City of Wayne is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.