

Employment Opportunities Substitute Librarian

Chelsea District Library (CDL) is seeking a creative, energetic, organized, and engaging person to join us as a substitute librarian. This person understands the necessity and value of public libraries and their ability to transform lives in small and large ways.

As a substitute librarian at CDL, you will find opportunities to work closely with the public in a friendly, engaging environment, and to hone your reference and research skills in a public library setting. CDL will provide reference and customer service training to help you excel in this role.

Why Chelsea District Library?

CDL is a nationally recognized library located in historic downtown Chelsea with a mission to engage, inspire, and equip through evolving resources and service. An integral part of the Chelsea community, we provide patrons of all ages with a variety of services, resources, and programs to meet the educational, recreational, and informational needs of the community we serve. We truly believe that coming to work every day should be fun, challenging, and supportive! We look forward to hearing how you can support our mission and contribute to our culture.

Items to submit (in a single PDF file):

1. Cover letter
2. Resume
3. CDL job application

Apply to: Chris Berggren, Administrative Assistant
cberggren@chelseadistrictlibrary.org

Deadline for applications: Open until filled

Interviews anticipated: Late September 2021

Target starting date: As soon as a qualified candidate can start.

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-\$17.50 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 three to seven 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. Completion of at least one semester towards a Master's degree in Library or Information Science from an ALA-accredited program.
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 the public, staff, and Trustees 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

Chelsea District Library Application for Employment

Social Security # _____ - _____ - _____

Date: _____

Name: _____
(Last / First / Middle)

Address: _____
(No. Street / City / State / Zip)

Telephone: (____) _____ - _____ Email Address: _____

Are you 18 years of age or older? Yes No Have you applied here before? When? _____

Are you legally eligible for employment in the United States? Yes No

Have you been convicted of any crimes in the past seven years, excluding misdemeanors and summary offenses, which have not been annulled, expunged or sealed by a court? If "yes" describe in full

EDUCATION

Type	Name/Location	Course of Study	Years Attended	Degree/ Diploma
High School	_____	_____XXXXXX_____	_____	_____
College	_____	_____	_____	_____
Graduate School	_____	_____	_____	_____
Technical or Other	_____	_____	_____	_____

EMPLOYMENT RECORD (list last three employers)

Company Name/address	Kind of Work	Date: From/To	Rate of Pay	Reason for Leaving
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____

U.S. MILITARY SERVICE

Branch of Service _____

From _____ to _____

Rank and Type of Service _____

Training/Experience Received _____

REFERENCES (Employment related- do not include relatives)

Name/ Affiliation/Phone/E-mail

1. _____

2. _____

3. _____

EMPLOYMENT

For what posted position are you applying? _____

Did you receive a job description? _____ Salary Desired _____

When are you available to begin work? _____

Are you available full-time? ____ If not, what hours are you available? _____

Do you have any relatives who are employed by this organization? __Yes __No

Please Specify : _____

Can you perform the essential duties of the job in which you wish to be employed, with or without accommodation? ____Yes ____No

Is there any information we would need about your name, or use of another name, for us to be able to check your work record? __Yes __ No

Please Specify : _____

Please list any additional information that relates to your ability to perform the job for which you have applied such as licenses, professional memberships, hobbies, etc.

APPLICANT'S STATEMENT

I understand that the employer follows an "employment at will" policy, in that I or the employer may terminate my employment at any time, or for any reason consistent with applicable state or federal law; this "employment at will" policy cannot be changed verbally or in writing, unless the change is specifically authorized in writing by the library director. I understand that this application is not a contract of employment. I understand that federal law prohibits the employment of unauthorized aliens; all persons hired must submit satisfactory proof of employment authorization and identity; failure to submit such proof will result in denial of employment.

I understand this application will be active for a period of six months; after that time, if I wish to be considered for employment, I must submit a new application.

I understand that the employer will thoroughly investigate my work and personal history and verify all data given on this application, on related papers, and in interviews. I authorize all individuals, schools, and firms named therein, except my current employer if so noted, to provide any information requested about me, and I release them from all liability for damage in providing this information.

I certify that all the statements herein are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment.

Your Signature: _____ Date: _____

Library Use Only:

Interviewed by _____ Date _____

References checked by _____ Date _____

Supervisor to answer:

Recommendation to hire? Y/N

Recommended start date _____

Recommended starting salary _____

Position title _____

Supervisor signature Date

Authorization to hire _____
Director Date