**ADULT SERVICES SUBSTITUTE LIBRARIAN**

The Huntington Woods Public Library is a municipal library serving the Huntington Woods and Pleasant Ridge communities. We are a Class III library with a supportive, enthusiastic, and educated patron base in the heart of Huntington Woods.

**Starting Salary:** $20.00/hour, $17.00 if still in library school.

**Benefits:** None.

**Status:**  Part-time, including evenings and weekends.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

* Staff the adult reference desk and provide reader’s advisory, computer, and other library assistance to patrons both in-person and by phone.
* Monitor the library, including computers, patrons, meeting and study rooms, and the library building, while on desk.
* Maintain effective relationships with other staff, volunteers, and the public.
* Attend monthly staff meetings, 10-Noon, first Friday of the month, if possible.
* Additional tasks and projects as assigned.

**REQUIRED QUALIFICATIONS:**

* Masters degree in Library & Information Science from an American Library Association accredited graduate school, or working toward degree.
* Demonstrated knowledge of library resources and procedures. Knowledge of the TLN shared catalog is a plus.
* The desire to meet the public and serve people of all ages, backgrounds, and abilities.
* Ability to work independently and assume responsibility.
* Effective oral and written communication skills.

This job description is intended to convey only the key areas of responsibility; specific position assignments will vary depending on the needs of the library.

**TO APPLY:**

Please email your resume and cover letter to Deb Hemmye at [dhemmye@hwoodslib.org](mailto:dhemmye@hwoodslib.org). Posting remains open until filled.