

Chelsea District Library

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-\$18.50 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.

Essential Duties and Requirements:

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. Ability to give/follow written and oral instructions and procedures.
4. Ability to reach (laterally and overhead), bend, twist, squat, kneel, push and pull.
5. Ability to lift/carry up to 20 lbs.
6. Ability to perform repetitive movements including simple grasping, pushing, pulling and fine manipulation.
7. Ability to sit, stand and walk for extended periods of time.
8. 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 is committed to equal treatment and opportunity in all aspects of recruitment, selection, and employment without regard to gender, race, religion, national origin, ethnicity, disability, gender identity/expression, sexual orientation, veteran or military status, or any other category protected under the law. Chelsea District Library is an equal opportunity employer; committed to a community of inclusion and an environment free from discrimination, harassment, and retaliation.