



Substitute Librarian

Commerce Township Community Library is seeking an energetic, positive and service-oriented substitute librarian to join our team. We are looking for an individual who enjoys working with a wide variety of people, likes being busy and has excellent communication skills. The substitute librarian will share helpful resources with patrons of all ages, connect readers to their next favorite author and assist community members access technology.

The ideal candidate will have a commitment to excellent public service and be comfortable with a variety of reference resources and technologies. MLIS students with 6+ credits are encouraged to apply.

Scheduled Hours and Salary/Benefits: Scheduled as needed, including evening and weekend hours. \$21-\$23/hour, no benefits.

If you are interested in applying for this position, please review the job description and submit a cover letter, resume and completed [Commerce Township employment application](#) to:

Katelyn Massey, Director of Finance/HR

Email: kmassey@commercetwp.com

Mail: 2009 Township Drive, Commerce Township, MI 48390

Deadline for application: open until filled. Applications will be accepted on an ongoing basis for consideration as substitute librarian positions become available.

COMMERCE TOWNSHIP COMMUNITY LIBRARY JOB DESCRIPTION

Job Title: Substitute Librarian

Department: Library

Reports To: Head of Information Services

FLSA Status: Non-Exempt

Summary:

Under general supervision of the Head of Information Services, provides reference, readers' advisory and/or information services to patrons of all ages. Assists patrons with various forms of technology. This position will require flexibility in scheduling and adaptability to fulfill the needs of the library during staff absences.

Essential Duties and Responsibilities:

1. Provide reference and readers' advisory services at the youth and adult reference desks.
2. Assist patrons with accessing library resources, including but not limited to public computers, the library catalog, digital resources, event registration, physical materials, etc.
3. Attend staff meetings and training sessions as required to stay informed about library policies, procedures, and best practices.
4. Assist with programming support and special projects as needed
5. Perform other duties as assigned.

QUALIFICATIONS:

1. Master's Degree in Library and Information Science from an ALA-accredited institution (or enrolled student with a minimum of 6 credit hours) from an ALA accredited program.
2. Previous experience in library settings preferred.
3. Basic knowledge of library operations, including reference services, collection management, and programming.
4. Excellent communication and interpersonal skills, with the ability to interact effectively with patrons and coworkers.
5. Comfortable with technology and ability to learn and utilize library systems and software.
6. Ability to work independently and collaboratively in a fast-paced environment.
7. Flexibility in scheduling to accommodate varying shifts, including evenings and weekends.
8. Physical ability to perform tasks such as bending, reaching, lifting (up to 25 lbs.), and extensive computer use.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business and professional periodicals.

Ability to write reports, and business correspondence. Ability to communicate effectively and present information to residents.

REASONING ABILITY:

Ability to define problems, collect data, establish facts and draw valid conclusions.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is occasionally required to stand; walk; sit; use hands/fingers to manipulate, grasp, handle and feel, and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.