

Brighton District Library

Job Posting

Job title: Substitute Professional Librarian

Supervised by Head of Adult Services/Head of Youth Services

Supervises: No regular supervisory responsibility

Part time substitute position, morning, afternoon, evening and weekend hours available.

Job summary:

- Assists library patrons with research in print and electronic formats
- Assists library patrons in general reader materials selection
- Acquaints patrons with the resources of the Library. Gives instructions and assistance in the use of on-line catalog systems, reference materials, library technology, and other services. Occasionally leads library tours for family and/or school groups
- Assists in minor troubleshooting and maintenance of equipment, including printers, copiers, and computers
- Communicates with and assists circulation and technical services staff as needed
- Enforces Library public policies
- May serve as Person-in-Charge during the absence of senior staff

Summary of Requirements:

- MIS or MLIS from an ALA-accredited program or enrollment in an accredited Library or Information Science program (Completion of Reference class required)
- Able to work with library patrons of all ages – Adult, Teen, and Youth
- Experience in assisting library patrons with reference questions, reader's advisory, and general collection issues
- Ability to instruct library patrons on proper use of library equipment
- Strong oral and written communications skills, including the ability to explain technology concepts to users with a variety of skill levels

Compensation: MIS or MLIS - \$17.82 per hour
Enrollment in MIS or MLIS program, with completion of Reference class
- \$15.00 per hour

Send resume and cover letter by February 20, 2017 to:
Substitute Professional Librarian Search,
Brighton District Library, 100 Library Drive, Brighton, MI 48116
or to Jennifer Osborne at josborne@brightonlibrary.info