



Brighton District Library

Job Posting

Job title: Substitute Professional Librarian

Supervised by: Head of Adult Services and/or Head of Youth Services

Supervises: No regular supervisory responsibility

Part time substitute position, morning, afternoon, evening and weekend hours available. Librarians will be trained in both the youth and adult departments, but are not required to work in both departments equally.

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)
- Must be able to work at least one shift per quarter to remain on Library payroll
- 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: MLIS - \$18.35 per hour

Enrollment in MLIS program, with completion of Reference class - \$15.00 per hour

Send resume and cover letter by February 28, 2018 to:

Jennifer Osborne at josborne@brightonlibrary.info.

Subject line should include: Substitute Librarian Search {Your Last Name}