

Notice of Vacancy/Job Posting

OUR HISTORY: Situated in Macomb County in suburban Detroit, the Fraser Public Library is a class IV library serving a population of over 14,000 people. We have over 55,000 items in our collection; we participate in e-book collections as well as other databases and the Virtual Library Card program which connects us to our local school system and students. FPL is part of the Suburban Library Cooperative and has operated for over 55 years. The Library is well established in the community, with very supportive patrons and a dedicated Friends group.

Position: Substitute Librarian
Location: Fraser Public Library
Salary and Hours: Wage \$17 per hour for a current MLIS student, \$19 for a degreed Librarian, Part-time, hours vary (may include nights & weekends)
Reports to: Director

JOB POSTING OPEN UNTIL FILLED

Job Summary

- The Fraser Public Library is looking for someone to fill the need for a Substitute Librarian who helps patrons at the Adult and Youth reference desks as well as having occasional other duties. Substitute hours will vary as they will fill in for permanent employee vacations and illnesses.

Responsibilities

- Provide a full range of reference and library services to the public, including print and non-print resources
- Assist with technology resources, including troubleshooting hardware and instructing in software to best extent of individual knowledge.
- Ability to provide a high quality library service to customers of all ages.
- Assist at Circulation Desk as necessary.
- Make suggestions for material/collection purchases.
- Assist with cataloging and processing.
- Assist with programming and groups.
- Ability to establish and maintain effective working relationships with associates, supervisors and especially with the public.
- Ability and skill to adapt to changing procedures and situations
- As necessary, assumes responsibility for supervision of library and staff including intervening in patron/staff disputes and enforcing library policy throughout the building

Qualifications

- Master's degree in Library Science or 21 hours towards an MLIS /MLS.
- One year related experience in a library preferred

Necessary Special Requirements

- Experience with Sirsi Workflows or other ILS preferred.
- Oral and written communication skills
- Ability to be professional and polite
- Strong organizational, time management and interpersonal skills.
- Good communication skills - verbal, interpersonal and written.
- Desire to meet the public and serve people of all ages; pleasant, approachable demeanor.
- Ability to interact harmoniously and communicate well with staff and patrons; Ability to conduct oneself with courtesy and tact.

- Physical ability to push/pull fully loaded book carts and lift/carry materials weighing up to 40 pounds.
- Flexibility to adapt to changing situations and to vary work schedule; must be willing and able to work nights and weekends—including Saturdays and very occasional Sundays.
- Valid driver's license, acceptable driving history and personal automobile for job-related transportation.

Working Conditions

- Generally will work within a normal office environment, with minimal discomfort due to extreme temperatures, dust or noise. May also work in outdoor environments from time to time. Job requires walking, standing, sitting, bending, stooping, and reaching. Frequent sitting/standing in one position for extended periods. Requires the use of a video display monitor, keyboard, and mouse. Employee may interact with upset staff and/or public and private representatives in interpreting and enforcing library policies and procedures. Occasional travel required to attend meetings, workshops, conferences or webinars as needed.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties.

The Fraser Public Library is an Equal Opportunity Employer.

**Send your letter of interest, resume and application to
Fraser Public Library
16330 E. 14 Mile Rd, Fraser, MI 48026
OR**

**Email the above to – fplemployment@libcoop.net
Applications can be found at <http://www.fraserpubliclibrary.org/employment/> under Employment**