

Milford Public Library

330 Family Drive

Milford, MI 48381

p: 248.684.0845 f: 248.684.2923

POSITION: **SUBSTITUTE LIBRARIAN** (multiple openings, assignments at Adult and/or Youth Service Desks)

HOURS: As needed, including days, nights, and weekends

QUALIFICATIONS: MLS from an ALA accredited library school (or close to completion). Candidates should have an enthusiastic, positive public service orientation and the ability to work effectively with patrons of all ages. Candidates must be comfortable with technologies used in the public library.

RESPONSIBILITIES: Substitute Librarians are required to perform the following types of duties:

- Provide readers' advisory and reference services to patrons using various collections and materials, and in multiple formats.
- Provide technology instruction to patrons, including Internet navigation; use of Microsoft Office programs, e-reader and tablet use; and use of electronic resources, including databases and e-content.
- Other duties as assigned.

TECHNOLOGY: Excellent computer skills are required, including:

- Knowledge of subscription databases and common software packages
- Internet searching skills
- Ability to teach people how to use e-content and other electronic resources

PAY RATE: \$17.55 per hour (Pre-professional rate of \$14.04 per hour)

APPLICATION: Cover letter, resume, and application are due by April 15, 2018

PROCEDURE: To: Milford Public Library
Attention: Tina Hatch, Library Director
330 Family Drive
Milford, MI 48381

Electronically to: thatch@milfordlibrary.info

The application is available on the library's website at:

<http://milfordlibrary.info/about/employment>

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