



Belleville Area District Library

JOB POSTING

Substitute Librarian

Salary: MLIS degree-holder \$18 / hour
MLIS student \$15 / hour

Hours: Occasional hours as needed, including days, nights, and Saturdays.

Posted: January 23, 2018

Deadline: February 4, 2018

The Belleville Area District Library is a Class V Library serving a diverse population of 42,000 in Belleville, Van Buren Township, and Sumpter Township. The library's staff is highly collaborative and endeavors to provide the public with superior customer service.

The current 11,000 square foot library is located 10 minutes west of Metro Airport and is near I-94 and I-275. The library will break ground in 2018 for a new 32,000 square foot building in downtown Belleville and plans to operate a 1,200 square foot media center in Sumpter Township.

Responsibilities:

- Provides reference and reader's advisory services to adult, teen, and juvenile library patrons.
- Assists patrons with library catalog, public computers, personal devices, and digital resources such as databases and downloadable books.
- Other duties as assigned.

Qualifications:

- MLIS or equivalent from an ALA accredited program. Students currently in their final semester (within 15 credit hours of completion) of an MLIS program are welcome to apply; completion of basic reference course preferred.
- Must have a strong public service orientation
- Enthusiastic, friendly, and self-motivated
- Able to handle confidential information in an appropriate and secure manner
- Strong interpersonal and communication skills
- Able to do basic troubleshooting of computers and printers
- Knowledge of Office 2013, social networking, downloading eBooks, and other Web-related technologies
- Comfortable instructing others in the use of digital resources
- Must be able to stoop, bend, reach, walk, stand, and lift up to 20 pounds

To Apply: Submit cover letter, resume, and Belleville Area District Library employment application to Hilary Savage, Assistant Director, at hsavage@belleville.lib.mi.us.

Application can be found at www.belleville.lib.mi.us/about-us/employment/