

JOB TITLE: Librarian, Reference Substitute

DEPARTMENT: Youth Services, Adult Services

LOCATION: Romeo District Library, Kezar and Graubner Branches

JOB SUMMARY: The substitute reference librarian provides reference and readers' advisory services to the public. Substitute reference librarians have no set schedule and work as called upon by an authorized supervisor. No minimum hours are guaranteed.

Rate of pay: \$16.50/hr Monday – Saturday; \$18.00/hr Sunday

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provides reference service using reference interviews to assess specific needs and then providing relevant, timely information;
2. Provides readers' advisory assistance;
3. Provides assistance and guidance in using library resources, including the online catalog, print and media collections, electronic resources, the Internet, etc;
4. Notifies permanent library staff of any problems with the library equipment, electronic resources or any other aspect of the department;
5. Contributes to a positive working environment by communicating accurately and pleasantly with other substitutes and permanent staff;
6. Maintains positive and proactive customer service behaviors at all times;
7. Performs other duties as assigned.

QUALIFICATIONS:

1. Must be a candidate for a Masters Degree in Library and Information Science from an ALA-accredited library school. Masters Degree in Library Science from an ALA-accredited library school preferred;
2. Competency with information technology including the online catalogue, the Internet, electronic resources;
3. Positive public service experience;
4. Ability to work effectively with the public in a tactful, courteous manner;
5. Excellent verbal, interpersonal, and written communications skills;
6. Positive customer first attitude.

PHYSICAL ACTIVITY REQUIREMENTS:

Light work: lifting or moving up to 40 pounds; walking or standing frequently; stooping; kneeling; crouching; reaching overhead and horizontally; handling materials; using keyboards and other office equipment; talking (on telephone and in person); seeing; hearing.

REPORTING RELATIONSHIPS:

At Graubner, substitute reference librarians report to the department head who hired them or to the person-in-charge.

At Kezar, substitute librarians report to the Branch Manager or to the person-in-charge (who may be working at Graubner).

There are no supervisory responsibilities associated with this position.