

Notice of Vacancy/Job Posting

Position: Substitute Librarian
Location: Fraser Public Library
Salary and Hours: Part-time non-union position; Wage \$17 per hour; hours vary (may include nights & weekends). This position may lead to permanent hours.

JOB POSTING **Open Until Filled**

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.

Necessary Special Requirements

- Knowledge of print and online information, resources, computers and software programs
- Good communication skills - verbal, interpersonal and written
- Desire to meet the public and serve people of all ages; pleasant, approachable demeanor
- Ability to conduct oneself with courtesy and tact

The qualifications above are guidelines and other combinations of education and experience which provide the necessary knowledge, skills and abilities to perform the job will be considered.

The City of Fraser does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

**Send your letter of interest, resume and application to
City Manager's Office
33000 Garfield, Fraser, MI 48026
Open Until Filled**

Applications can be found at <http://micityoffraser.com/> under Human Resources – Job Opportunities