



## **LIBRARIAN, SUBSTITUTE**

Roseville Public Library

Salary Range: \$19.00 - \$20.00 per hour – NO BENEFITS

The Roseville Public Library is an integral part of the dynamic City of Roseville, assisting over 100,000 visitors each year.

**HOURS:** A variety of shifts as needed.

### **DUTIES**

- Works in both the Adult and Youth Area assisting patrons.
- Assists patrons with technology questions and downloading digital content.
- Receives requests and concerns from patrons. Resolves issues or informs immediate supervisor.
- Assists with special projects.
- Performs related duties and general library work as required.

### **REQUIREMENTS**

- Master's Degree in Library Science from an ALA accredited college or university. Applicants must submit proof of degree with application and official transcript at time of interview.
- Enthusiasm for public service to all ages.
- Provide reference assistance and readers advisory to all ages.
- Ability to use library-related technology, Microsoft Office Suite, social media and mobile devices and instruct patrons of all ages in their use.
- Be able to communicate effectively with patrons and staff.
- Must possess a valid Michigan Driver's License with a good driving record (based on City of Roseville standards).
- As a condition of employment, the successful candidate must pass a background check and pre-employment physical.
- The job requires moderate physical exertion such as sitting or standing in one position, viewing a computer screen for long periods and using hands and fingers in activities requiring good coordination and dexterity. The job also requires the physical strength and dexterity to handle up to 50 pounds in weight, transport loaded carts and bend and lift arms overhead.

### **PREFERENCES**

- Recent library experience.
- Knowledge and skill in using Integrated Library Software, such as SirsiDynix.

### **APPLY**

Send resume, cover letter, City of Roseville application and proof of degree to:

City of Roseville, Manager's Office, Human Resources, 29777 Gratiot Avenue, Roseville, MI 48066 or email to [vgreen@roseville-mi.gov](mailto:vgreen@roseville-mi.gov) or fax to 586-445-5402. City of Roseville applications are available in the Manager's Office or online at [www.roseville-mi.gov](http://www.roseville-mi.gov).

Posting Date: October 26, 2019

**THE CITY DOES NOT DISCRIMINATE**