



Redford Township District Library invites applications for the position of **Substitute Librarian**

The Role

The primary responsibility of this position is to assist in delivering reference and reader's advisory services to patrons of all ages. A successful candidate will demonstrate a strong commitment to quality public service and a desire to work in a collaborative team environment.

Key Responsibilities

- Provide reference and reader's advisory services both in-person and over the phone.
- Offer technology instruction to patrons across various devices.
- Support library goals that align with RTDL's strategic plan.
- Foster a positive and welcoming customer experience.
- Perform other duties as assigned.

Minimum Qualifications

- Master of Library and Information Science (MLIS) degree or near completion from an ALA-accredited program.
- Proficiency with computers for library-related tasks, including accessing online resources and utilizing office software applications.
- Preferred: Experience in public libraries, familiarity with databases, and previous use of TLC CARL•X.

Other Requirements

- Ability to analyze and resolve issues, organize tasks, prioritize responsibilities, achieve goals, maintain records, and build positive relationships with staff and patrons.
- Effective verbal and written communication skills.
- Ability to sit or stand for extended periods and lift up to 50 pounds unassisted.
- Comfortable accessing, inputting, and retrieving information using a computer.

Employment Details

- Compensation: \$20.00 per hour.
- Benefits: This position does not include benefits.
- Hours: As needed, including weekdays, evenings, and weekends.
- Reports to: Head of Adult Services and/or Head of Youth Services.

How to Apply

- Submit an application and resume at rtdl.org/about/employment/
- Deadline: Position open until filled.