

JOB POSTING

Clinton-Macomb Public Library

Position: Substitute Librarians – all locations (Main Library: Adult Nonfiction, Youth/YA Services, Popular Materials; North Branch Reference, South Branch Reference)

Wage: \$21.33-\$23.54 an hour

Schedule: Variable, up to 20 hours per week; immediate need and potential consistent schedule for subs available on Thursday afternoons (1 to 5 p.m.) and/or Sundays (noon to 6 p.m.)

Benefits: Flexible schedule, great work environment

Primary Job Duties:

- Professional reference and reader's advisory services to customers of all ages

Required Qualifications:

- ALA-accredited MLS or sufficient progress towards an MLS (include list of courses completed)
- Knowledge of the philosophy and techniques of public library services
- Ability to provide a high quality library service to customers of all ages
- Demonstrated knowledge of library materials and resources
- Familiarity with popular reading materials
- Ability to establish and maintain effective working relationships at all levels
- Ability to prioritize duties and tasks and work independently
- Strong oral and written communication skills
- Ability to work independently
- 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

Desired Qualifications:

- Experience with library automation systems, especially Polaris
- Full range of Internet skills and experience
- Knowledge of online information resources, computers, software programs
- High energy, self-motivation and ability to work in a fast-paced library

Apply to: Margaret Dekovich, South Branch Manager (mdekovich@cmpl.org)

Please submit the following:

- Cover Letter
- Resume
- Employment application (available at www.cmpl.org/employment)
- Responses to the questions on page 2 of this posting

Timeline: Deadline for applications: April 5, 2019
Interviews anticipated: April 15th – April 26th
Decision: April 29th week
Starting date: ASAP

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The above is intended to describe the major responsibilities and requirements for this position. It is not to be construed as an exhaustive statement of all duties, responsibilities or requirements. This is an at-will position. The Clinton-Macomb Public Library is an equal opportunity employer.

Questions for Substitute Librarian Candidates

1. Describe how you would deliver the best possible customer service if hired as a substitute librarian at the Clinton-Macomb Public Library.
2. If you have previous library experience, what is the most important thing you have learned from that experience?
3. If I were to duplicate a typical week of your reading choices, what would I be reading?
4. What experience do you have downloading media to handheld devices?
5. Please check as many as are applicable:

Location(s) at which you are interested in working:

- Main Library, 40900 Romeo Plank, Clinton Township, MI 48038
- North Branch, 16800 24 Mile Road, Macomb, MI 48042
- South Branch, 35679 S. Gratiot Avenue, Clinton Township, MI 48035

Availability:

Weekday mornings (9am to 1pm)

Weekday afternoons (1pm to 5pm)

Weekday evenings (5pm to 9pm)

Thursday afternoons (1pm to 5 pm)

Friday (9am to 1 pm)

Friday afternoons (1pm to 6 pm)

Saturday (9am to 1 pm)

Saturday (1pm to 6 pm)

Sundays (noon to 6 pm)

On short notice

Other (please specify): _____