

JOB POSTING

CLINTON-MACOMB PUBLIC LIBRARY

PROVISIONAL SUBSTITUTE LIBRARIAN (MULTIPLE OPENINGS)

Position: Provisional Substitute Librarian, up to 20 hours per week, some evenings and weekends
Main Library: Adult Nonfiction, Popular Materials, Children's/Teen Services; North Branch Reference, South Branch Reference

Positions Open until filled

Wage: \$21.00 to \$24.96 per hour based on qualifications

Benefits: Flexible schedule and great work environment. For a limited time benefit we are offering anyone who applies by September 1st and is hired will be offered free registration to the 2021 MLA Annual Conference.

Primary Job Duties:

- Provide reader's advisory, reference and digital resource services to customers of all ages

Required Qualifications:

- ALA-accredited MLS or halfway through the curriculum including reference coursework
- Ability to provide consistently welcoming, friendly and efficient customer service
- Broad knowledge of library materials and resources
- Ability to work independently
- Strong communication skills
- Ability to follow and adapt to changing procedures and situations
- Experience with library automation systems preferred, especially Polaris

To Apply:

Please send an email to Margaret Dekovich, Head of Staff Development, Emergency Preparedness, South Branch (subject of "Substitute Librarian" mdekovich@cmpl.org) with a single PDF attached including:

1. Cover letter
2. Resume
3. Completed job application - <https://cmpl.org/employment/>
4. List of the locations and departments you are interested in working in along with the typical days and hours of the week you are available to work
5. In 100 words or less describe what you like best about serving the public.

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. All decisions affecting employment shall be made without regard to an individual's race, color, religion, marital status, familial status, family responsibilities, veteran status, age, sex, sexual orientation, gender identity, height, weight, national origin, disability or other classification protected under federal, state or local law.



Clinton-Macomb Public Library

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