



## **EMPLOYMENT OPPORTUNITY**

Bloomfield Township Public Library is looking for an enthusiastic, energetic librarian committed to high quality Library service who is ready to join the Youth Services team. Bloomfield Township Public Library is a class V library with a service population of 44,000+ people and has a \$7.9 million annual operating budget. There is strong community support for the Library, its collections, services, and the programs offered. The Library promotes inclusivity in the diverse collections and programs available to all ages and abilities. Technology is integrated into Library services. The successful candidate will have a strong commitment to provide quality public service and the desire to work in a collaborative team environment.

**POSITION TITLE:**     **Substitute Librarian**

**DEPARTMENT:**       **Youth Services, reporting to Department Head**

**HOURS:**

Weekdays, evenings, and weekends (including Sundays) as needed on a flexible basis.

**WAGES & BENEFITS:**

\$20.33, with an increase after successful completion of orientation period. Time and a half is paid for Sunday hours.

**RESPONSIBILITIES:**

- To provide positive, professional service to the public
- To provide reference and readers advisory service to library users
- To instruct patrons in the use of the library catalog, downloadable materials, and other library technology
- Other duties as assigned

**REQUIREMENTS:**

**MINIMUM:**

- Master's in Library and Information Science from an ALA-accredited program
- Serious commitment to providing superior quality public service to patrons of all ages and abilities
- Able to lift, push, and/or pull at least 20 pounds with or without reasonable accommodation; ability to visually review materials and discern vocal and audible tones with or without reasonable accommodation
- Proficiency in modern computing environments, both desktop and mobile
- Knowledge of current trends and practices in public libraries and services to youth
- Ability to work effectively with others in a collaborative environment

**DESIRABLE:**

- Previous experience working with the public on a library service desk or in an equivalent environment
- Familiarity with Microsoft Office 365 and Sierra ILS

**APPLICATION:** Due Sunday, June 16, 2024

Your application must include:

- resume
- cover letter
- completed library application form.

The application is available on the Library's website at <https://btpl.org/employment/> or at the Welcome Desk inside the Library building. Applications may also be delivered to the Library in person.

Careers  
Bloomfield Township Public Library  
1099 Lone Pine Road  
Bloomfield Township, MI 48302  
248-642-5800  
Fax: 248-258-2555  
[careers@btpl.org](mailto:careers@btpl.org)

We spark curiosity and imagination by connecting the community  
to resources, technology, and support.

For more information about the Library, visit our website at [www.btpl.org](http://www.btpl.org).

Bloomfield Township Public Library provides equal employment opportunities to qualified persons without regard to race, color, sex, sexual orientation, religion, national origin, political views, age, disability, marital status, height, weight, or any other prohibited basis.