



EMPLOYMENT OPPORTUNITY

Bloomfield Township Public Library is seeking an enthusiastic and customer-service-oriented Substitute Librarian. This is an excellent opportunity for a library science student, a new librarian, or a librarian returning to the workplace to gain valuable training and hands-on experience in a dynamic public library environment.

Bloomfield Township Public Library is a Class V Library, with a service population of 44,000+ people. There is strong community support for the Library and its collections, services, and programs offered. The Library promotes inclusivity in the diverse collections and programs available to all ages and abilities. The successful candidate will have a strong commitment to providing quality public service and the desire to work in a collaborative team environment.

POSITION TITLE: Substitute Librarian

DEPARTMENT: Adult and Teen Services, reporting to Department Head

HOURS: Weekdays, evenings, and weekends (including Sundays) as needed on a flexible basis. Weekday availability strongly preferred.

WAGES & BENEFITS: \$20.50 to \$23.58 an hour. Sunday hours are paid at time and a half. Sick time. Employee assistance program (EAP).

RESPONSIBILITIES:

- Provide friendly, professional service to patrons of all ages in a welcoming public library environment.
- Assist with reference and readers' advisory, help users find materials to enjoy, explore interests, or answer questions.
- Instruct and support patrons using the library catalog, digital collections, databases, and technology.
- Perform additional duties as needed to support library services and operations.

REQUIREMENTS:

MINIMUM:

- Master's in Library and Information Science from an ALA-accredited program or equivalent relevant work experience. Students who are currently enrolled in an ALA-accredited program and actively working to complete their degree are also eligible for consideration.
- Serious commitment to providing superior quality public service to patrons of all ages and abilities.
- Ability to lift, push, and/or pull at least 20 pounds; 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.
- 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: Closes Monday, September 8. Employment start date: late October of 2025.

Your application must include:

- A resume
- A cover letter
- A completed online application form

Careers
Bloomfield Township Public Library
1099 Lone Pine Road
Bloomfield Township, MI 48302
Phone: 248.642.5800
Fax: 248.642.4175
Email: 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

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.