****

**Position Title:**  Substitute Librarian  
**Reports to:** Youth and Adult Services Department Heads

The Ferndale Public Library believes each employee makes a significant contribution that should not be limited by the assigned responsibilities. This position description is designed to outline primary duties, qualifications and job scope, but not limit the employee nor the library to just the work identified. It is our expectation that each employee will offer his or her services wherever and whenever necessary to ensure the success of the services we provide to library patrons.

**General Statement of Duties:**   
Under general supervision of the Department Head, the Substitute Librarian provides professional library work in support of the Youth and Adult service departments as needed. Duties may include providing reference and readers advisory services to library patrons of all ages, collection management, and assistance with public computers.

**Job Responsibilities and Examples of Services Performed:**

1. Creates a welcoming environment by providing the highest level of customer service to patrons of all ages.
2. Demonstrates professional library science knowledge, public reference service skills, and an understanding of public library operations.
3. Assists patrons in using special reference tools, conducting in-depth searches, preparing bibliographies, and locating materials. Utilizes knowledge of library collection and reference sources. Demonstrates command of numerous subject areas to assist patrons and staff with their inquiries.
4. Demonstrates ability to conduct successful reference interviews to determine specific informational requirements of patrons. Skilled in interpersonal communications and in the ability to understand, interpret, and paraphrase patron questions in order to negotiate successful outcomes.
5. Successfully represents the library with tact and courtesy, showing the ability to think and act appropriately under pressure. Exhibits sound professional judgment and demeanor in all public and staff transactions.
6. Can instruct patrons in the use of print sources and electronic bibliographic reference tools.
7. Works with a variety of technology-based reference resources
8. Cooperates as a team member with all library staff in performing any professional or nonprofessional duty essential to the achievement of efficient library operations
9. Actively participates in continuing education opportunities

**Essential Knowledge, Skills, and Abilities:**

Knowledge of current trends in library service to patrons served by the department

Ability to work with library patrons of varied backgrounds to maintain effective interpersonal relationships; deal tactfully with the public; ability to speak and write effectively  
  
Self-motivated and able to exercise initiative and independent judgment

Possess appropriate computer skills and have an awareness of the role of technology in the everyday lives of library patrons

Demonstrate skills necessary to analyze and interpret information, establish facts, draw valid  
conclusions, and develop and implement effective strategies  
  
**Education and Experience Requirements:**

* Master’s Degree in Library and Information Science from an ALA accredited institution
* Some experience in a public library, or any equivalent combination of experience and/or training that provides the required knowledge, skills, and abilities
* Librarian’s Level 1 Permanent Professional Certificate or Level 2 Professional Certificate from the Library of Michigan, or eligibility to obtain certification

**FLSA status: Non-exempt**