



EMPLOYMENT OPPORTUNITY

The Bloomfield Township Public Library is looking for an enthusiastic, energetic librarian committed to high quality Library service who is ready to join the Adult Services team. The 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, its collections, services and the 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 provide quality public service and the desire to work in a collaborative team environment.

POSITION TITLE: **Substitute Librarian**

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

HOURS:

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

WAGES & BENEFITS:

\$19.83, with increase possible upon successful completion of orientation. 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
- Ability to lift, push, and/or pull at least 20 pounds; ability to visually review materials and discern vocal and audible tones
- 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: Due Monday, November 1, 2021.

Your application must include:

- resume
- cover letter
- completed library application form. This is available on the Library's website <https://btpl.org/employment-volunteer/> or at the Welcome Desk.

TO:

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

Applications may also be delivered to the Library in person.

The Bloomfield Township Public Library champions the power of words to spark discovery and imagination.

For more information about the Library, visit our website at btpl.org.