



**January 3, 2024**

Farmington Community Library is proud to be a welcoming space for everyone in the Farmington and Farmington Hills community. Both FCL locations serve as public spaces for ideas, create collaboration between neighbors and businesses, and offer services that meet community needs. The library actively seeks individuals whose commitments and contributions will advance our mission to be a diverse and equitable organization. We seek applicants from all backgrounds to ensure we get the best, most creative talent on our team and reflect the community we serve.

**POSITION:** Substitute – Children’s Services Department

**HOURS:** As needed, including nights and weekends

**RESPONSIBILITIES:** Reports to the Head of Children’s Services. Substitutes must be able to perform the following:

- Provide reference and readers’ advisory services to patrons at the Information Desk using various collections, materials, and formats
- Provide technology instruction to patrons
- Other duties as assigned

**REQUIRED QUALIFICATIONS:**

- Bachelor’s Degree in Elementary Education or equivalent OR Master’s Degree in Library Science or equivalent from an ALA-accredited institution
- 1 year of experience in a customer service environment
- Proficiency with technology, including Microsoft Office software
- Ability to work with children ages 0-11 and their caregivers
- Ability to work with patrons of all abilities and backgrounds
- Punctuality and dependability
- Ability to ensure safety of patrons and to appropriately respond to emergencies
- Knowledge of the role of a public library in the community, including an understanding of and adherence to fundamental principles of open access to library materials and the privacy rights of patrons

**PREFERRED QUALIFICATIONS:**

- Prior experience working in a public library

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Farmington Community Library

FCL Farmington • 23500 Liberty St. • (248) 553-0321  
FCL Farmington Hills • 32737 W. 12 Mile Rd. • (248) 553-0300



**SALARY:** \$17.40 Bachelor's Degree or equivalent  
\$20.10 Master's Degree in Library Science or equivalent

**BENEFITS:** None

**APPLICATION:** Position open until filled  
Please send your cover letter, resume, and [application](#) to:

Farmington Community Library

Attn: Crystal Peterson

32737 W. Twelve Mile Road

Farmington Hills, Michigan 48334

Electronically to: [crystal.peterson@farmlib.org](mailto:crystal.peterson@farmlib.org)

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