

Wayne Public Library



Employment Opportunity

Position: Substitute Librarian

Hours: As needed with no set schedule

Location: Wayne Public Library, 3737 S. Wayne Rd., Wayne, MI 48184

Responsibilities:

- Provide reference and readers' advisory service for adults, teens, and children
- Assist patrons with computers and other technology
- Assist with the general operation of the library, including helping to open and close the building
- Assist with special projects
- Other duties as assigned

Requirements:

- Master's degree in Library Science from an ALA-accredited program, or significant progress in an MLS program
- Available for a flexible and varying work schedule
- Enthusiasm and commitment to excellent public service
- Strong interpersonal, communication, and technology skills
- Strong organizational skills and attention to detail
- Ability to work independently
- Ability to lift and/or carry objects weighing up to 20 pounds

Wage: Starting at \$17/hr

To apply: Submit a cover letter, resume, application, and three professional references to:

City of Wayne
Personnel Department
3355 S. Wayne Rd.
Wayne, MI 48184

Applications are available at <http://www.ci.wayne.mi.us/pdfs/employapp.pdf>

Completed applications are due by Wednesday, February 12, 2020.

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