



**Position Title:** Substitute Librarian

**Reports to:** Youth and Adult Services Department Heads

**Compensation:** \$16.50

**Start Date:** Position to begin immediately, applications are accepted throughout the year

**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 will include providing reference and readers advisory services to library patrons of all ages 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. Ability to assist patrons with a variety of computer and technology issues
4. Weekend availability is essential.
5. Knowledge of Envisionware and CARL products is preferred.

**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

**To apply for this position:** Email resume and cover letter to Head of Adult Services Ed Burns at [edburnsiii@ferndalepubliclibrary.org](mailto:edburnsiii@ferndalepubliclibrary.org).

**FLSA status:** Non-exempt