



Canton Public Library Job Posting

SUBSTITUTE LIBRARIAN

Do you love working with people? Do you sometimes need flexibility in your hours, but want opportunities for consistency too? Come work as a substitute librarian at Canton Public Library.

CPL is a dynamic library with a diverse patron base and a friendly staff. We are seeking substitutes who enjoy being busy, and like working with a variety of audiences. Substitutes work at our Main and Youth service desks and cover all types of reference and reader's advisory.

Substitutes are typically scheduled with regular staff to ensure they have access to updated passwords and other key information to make it easy to help patrons. We often have sub shifts available in 4-6 week blocks, as well as a wide range of one-time shift opportunities that are regularly posted.

SCHEDULED HOURS AND COMPENSATION

- As needed, including evenings and weekends
- \$19.18-\$23.03 per hour

APPLICATION INFORMATION

If you are interested in joining our team, please submit a complete application packet to:

Marian Nicholson, Department Head – Business Services

Canton Public Library

1200 S. Canton Center Road

Canton, MI 48188

jobs@cantonpl.org

Applications will be accepted until the position is filled.

Only complete application packets (that include a current [CPL application form](#), resume and cover letter) will be considered. Incomplete application packets will not be reviewed.

POSITION SUMMARY

Under the direct supervision of the Librarian Manager, the Substitute Librarian is responsible for providing reference, readers' advisory and technology assistance to library patrons of all ages. This is a provisional on-call position, which provides no benefits, and is non-exempt from overtime. The nature of the work requires daytime, evening, and weekend hours.

PRIMARY DUTIES AND RESPONSIBILITIES

- Provides Reference, Readers' Advisory, and Roving services to library patrons of all ages.
 - Accurately and efficiently answers patron questions in various forms, including library account information, finding collection items and checking out materials.
 - Responds to patron questions following established policies and procedures, selecting appropriate solutions and communicating options to the patron.

- Assists and educates patrons in the use and navigation of the library's website, e-material platforms, and other online services. Demonstrates and troubleshoots the use of equipment, software, mobile devices, and other technology.
- Refers patron queries and issues beyond the Substitute Librarian's scope of authority to the Librarian-in-Charge or library administration as appropriate.
- Performs reader's advisory by suggesting age-appropriate materials to patrons.
- Assists at all public desks as needed.
- Greets and assists patrons throughout the entire library, enforcing library policies using a polite and professional approach.
- Provides assistance in maintaining the neat and orderly appearance of the library.
- Stays informed of library news and events via review of all forms of library communication: website, email, SharePoint, library newsletter and blog. Contributes content as appropriate.
- Assists with library programming and events as assigned.
- Accepts special assignments or duties in support of the library's goals and objectives.

REQUIRED QUALIFICATIONS AND SKILLS

- **Master's degree from an ALA-accredited library science program.**
- One year of experience in a customer service environment.
- Written and verbal communication skills at the level typically acquired with the completion of a Master's degree.
- Proficiency with common computer applications, including Microsoft Office and the Internet.
- Punctuality and dependability.
- Consistent display of public service attitude that reflects the library's values.
- Knowledge of library operations and services, including an understanding of and adherence to fundamental principles of open access to library materials and the privacy rights of patrons.
- Ability to work with patrons of varied backgrounds, ages, and abilities.
- Ability to exercise initiative and independent judgment.
- Ability to maintain a calm atmosphere, ensure safety, and respond to emergencies.

PREFERRED QUALIFICATIONS

- Prior experience in a public library.

ESSENTIAL PHYSICAL FUNCTIONS

- Ability to lift and carry boxes up to 25 lbs. and push carts weighing up to 200 lbs.
- Ability to sit, stand, and walk for long periods, and the ability to bend, reach, stoop, or crouch when assisting patrons.
- Ability to communicate clearly and effectively, in writing and verbally.
- Ability to efficiently review, comprehend and produce a wide variety of materials in both electronic and hard copy form.
- Ability to work effectively under stressful conditions in a fast-paced environment.

Canton Public Library is an equal opportunity employer and values diversity. All employment is decided based on qualifications, merit and business need. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

This job description is not a contract between the library and the employee, nor an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas. The library reserves the right to revise this job description at its discretion.