

The logo for Auburn Hills Public Library (AHPL) features the letters 'AHPL' in a bold, white, sans-serif font. The 'A' and 'H' are connected at the top, and the 'P' and 'L' are also connected. The logo is set against a blue background that is part of a larger graphic design consisting of overlapping colored rectangles in shades of green, blue, red, and orange.

auburn hills public library  
3400 E. SEYBURN DRIVE  
AUBURN HILLS, MI 48326  
248.370.9466  
AHPLIBRARY.ORG

**Position:** Substitute Librarian

Hourly pay: \$18.00/hr.

Hours: On an as needed basis, including evenings and weekends

Reports to: Information Services Coordinator

**Position Summary:**

Substitute Librarians are responsible for providing professional library services to users of all ages.

**Primary Duties:**

- Serve as reference and readers advisory to library users in-person or by phone
- Assist computer users, including but not limited to; printing, opening programs, etc.
- Other duties as assigned

**Required Qualifications/Skills:**

- Must possess a MLIS from accredited institution
- One year experience in public libraries preferred
- Flexibility and dependability
- Computer proficiency, including Microsoft Office
- Excellent verbal and written communication skills

**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 of time, and the ability to bend, reach, and stoop when assisting library users.

**Submit cover letter and resume to:** Lawrence Marble, Library Director

**Email:** [marblel@ahplibrary.org](mailto:marblel@ahplibrary.org)

Application Deadline: 5:00 pm on Friday, October 22, 2021

***The Auburn Hills Public Library is an equal opportunity employer. It does not discriminate on the basis of race, color, national origin, age, religion, sex, height, weight, marital status, or disabling condition in employment.***