



Substitute Librarian (Part Time)
[Youth Services, Troy Public Library](#)

Posting Date
October 14, 2019

\$ 16.50 - \$22.00/hour
Negotiable within range—based on qualifications

Closing Date
October 18, 2019
4 pm

The [Troy Public Library](#) is the hub of the vibrant, dynamic, and diverse City of Troy. The Library sees over 450,000 visitors per year and serves an educated and involved community. Under the direction of the Head of Youth Services, the Librarian performs a variety of professional and public service tasks in order to support the educational, recreational, business, and cultural needs of the community. This candidate may be called upon to fill in for vacancies and absences of regular staff. Work shifts are dependent upon the library's needs.

DUTIES

- Provide excellent customer services to patrons 0-13 years of age and their families in person, by phone, or via email.
- Provide reference and readers' advisory services.
- Assist users with accessing library resources, including but not limited to public computers, the library catalog, digital resources such as databases and eBooks, event registration, physical materials, etc.
- Maintain awareness of library collections, services, and programs to best serve patrons at the reference desk.
- Maintain awareness of library policies and procedures.
- Perform related duties and general library work as required.

REQUIREMENTS

- Master of Library Science degree from a library school accredited by the American Library Association. **Candidates must submit proof of degree with application.**
- Demonstrated proficiency with electronic databases, Microsoft Office applications, social networking sites, and mobile technology, especially as it relates to eBooks and other digital resources.
- Demonstrated knowledge of children's literature, both historical and current, and knowledge of child development.
- Ability to interact courteously and effectively with the public, library staff, library volunteers, and other City departments.
- Ability to handle confidential and sensitive information in an appropriate and secure manner.
- Public library experience.
- Flexibility to work varied hours, including evenings and weekends.
- Must possess a valid Michigan Driver's License with a good driving record (based on City of Troy standards).
- As a condition of employment, the successful candidate must pass a background check and pre-employment physical.

PREFERENCES

- Strongly prefer recent public youth librarian experience or recent experience working with children.
- Demonstrated proficiency in public speaking.
- Experience with Polaris library system software.

HOURS: Prefer regular availability for some day, evening, and weekend shifts.

APPLY

Applications are available at www.troymi.gov/jobopenings and can be sent to apply@troymi.gov or turned into the Human Resources Department located at 500 W. Big Beaver Road, Troy, MI 48084.

Your application is part of the review process; be sure it is complete. Attaching a resume is not required, however, all information requested on the application form must be completed (*i.e. writing "see resume" is not sufficient*).