

Position: Substitute Librarian

Reports to: Head of Youth Services and/or Head of Adult Services

Salary: \$20.63 - \$25.14, DOE

Hours: Morning, afternoon, evening, and weekend hours available. Librarians will be trained in both the youth and adult departments.

Qualifications:

- Master's Degree in Library and Information Science or 18 hours of graduate-level coursework completed from an ALA-accredited school
- Must be able to work at least one shift per month to remain on library payroll
- Ability to work with library patrons of all ages – Adult, Teen, and Youth
- Excellent customer service skills
- Excellent verbal and written communication skills
- Strong organization skills and time management skills
- Ability to make decisions and work independently as well as interpret, enforce, and communicate details about policies to patrons
- Ability to maintain effective relationships with staff

Primary Job Duties and Responsibilities:

- Provides reference and readers' advisory assistance in-person, by phone, and email
- Works at the reference desk assisting patrons with print and digital resources
- Assists computer users including but not limited to; printing, faxing, copying, and general computer use
- Assists staff with program preparation and library displays
- Drafts and maintains paper and digital recommended reading lists
- Maintains skills and professional knowledge through continuing education, professional literature, and associations
- May attend relevant workshops and meetings
- Participates in departmental and library staff meetings
- Performs other duties as assigned by the Head of Youth Services and/or Head of Adult Services

How to Apply:

Send resume, cover letter, and completed application form (available at www.ahplibrary.org) to Susan Barney, Administrative Assistant at barneys@ahplibrary.org. Applications received by August 4, 2025 will receive first consideration.

Auburn Hills Public Library is an Equal Opportunity Employer.