



222 East Nine Mile Rd., Ferndale, MI 48220
248-546-2504 fadl.org

Position Title: Substitute Librarian

Reports to: Head of Adult Services, Kelly Hovinga

Compensation: Starts at \$18.00 per hour

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

Job Responsibilities include:

1. Create a welcoming environment by providing the highest level of customer service to patrons of all ages while enforcing library policies equitably.
2. Reference desk duties, answer reference questions, and provide readers' advisory services to library patrons.
3. Assist patrons with a variety of computer and technology issues.
4. Weekend availability is essential.

Education and Experience Requirements:

1. Master's Degree in Library and Information Science from an ALA-accredited institution*
2. 1 to 3 years of experience in a public library preferred, or any equivalent combination of education, customer service experience, and/or training that provides the required knowledge, skills, and abilities.
3. Knowledge of Envisionware and CARL products is preferred.

*Candidates nearing completion of their MLIS degree will be considered.

Physical Demands and Working Conditions:

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

- **Environment:** Library environment; extensive public contact.
- **Mobility:** Sufficient mobility to work in a library setting; operate office equipment.
- **Vision:** Vision sufficient to read small print, computer screens, and other printed documents.

FLSA status: Non-exempt

Please submit a resume and a [completed employment application](#) to Kellyh@fadl.org. Only electronic submissions will be accepted.

The Ferndale Area District Library is an equal opportunity employer.