

## Library Substitute, Adult & Youth Departments

The historic Howell Carnegie District Library is seeking Substitutes for our busy Adult & Youth departments. The position requires someone who has a flexible schedule and is available daytime, weekends and evenings. The hours will vary from week to week.



### Qualifications Required:

- Ability to communicate effectively with both adults and children
- Degree from a 4 year college/university or equivalent training and experience
- Skill in the use of a computer, the Internet and e-reading devices
- Enthusiastic, positive public service orientation

### Qualifications Preferred:

- Knowledge of library principles, practices and procedures
- Knowledge and awareness of literature, genres and current culture
- Ability to handle multiple tasks successfully & maintain focus under varied circumstances including hectic, noisy and distracting conditions
- Winning attitude: positive, upbeat, focused

### Duties:

- Assists library patrons with material selection & reader's advisory services
- May assist with planning & conducting programs, including Summer Reading
- Assists patrons with technology, including internet, tablets, laptops, collaborative working technology, e-readers and other electronic resources
- Uses telephone, copier, fax, computer and other standard office equipment

Starting Wage Range: \$11.55– \$15.01

The Howell Carnegie District Library is an equal opportunity employer

Applications will be accepted until the positions are filled, but those received by March 6, 2017 will receive first consideration.

Interested individuals should email a cover letter which specifically addresses the position requirements, a resume and three references with contact information, including email addresses to [employment@howelllibrary.org](mailto:employment@howelllibrary.org). For more information call Diane McKee at 517-546-0720 x 114.

Applications are available on the library's website or at <http://www.howelllibrary.org/sites/default/files/Employment%20Application.pdf>