

## Library Substitute: Adult & Youth Departments

The historic Howell Carnegie District Library is seeking a Substitute 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, 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

### Duties:

- Answer reference questions (in person and on the phone) for adult & children
- Locate materials in the collection using the Sierra Catalog and other sources, such as MelCat
- Assist library patrons with material selection & reader's advisory services for both adult & children
- Assist patrons of all ages with computers, including internet, tablets, laptops, e-readers, and other electronic resources
- May assist with conducting programs including Summer Reading Activities
- Use telephone, copier, fax, computer, and other standard office equipment

Starting Wage Range: \$13.00– \$16.92

The Howell Carnegie District Library is an equal opportunity employer

Applications will be accepted until the position is filled, but those received by October 1, 2018 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\\_0.pdf](http://www.howelllibrary.org/sites/default/files/Employment%20Application_0.pdf)