

RUSSELL LIBRARY
123 Broad St., Middletown CT 06457

SUBSTITUTE LIBRARIAN, \$23.18 per hour

Carry out reference and reader advisory service in Information Services. Work under the general supervision of the Department Head, who provides policies, procedures and guidance, and evaluates job performance. During the absence of a full-time or part-time Librarian, provide general supervision to other staff.

Work primarily at the Information Desk. Assist patrons with the computer catalog and other electronic resources, answer reference questions, and guide patrons in use of the Internet. Assist at the Computer Desk and in use of adaptive technology.

Master's Degree in Library Science and some working or internship experience in a public library required. Need strong reference and communication skills, working knowledge of reference tools and techniques, proficiency in Word and Excel, knowledge of III Millennium computer system desirable. Need to troubleshoot minor problems within software applications and apply principles of library science to solve practical problems. Ability to work flexible hours a plus

Work subject to interruptions, noise, and exposure to computer screens. May need to lift and move light to medium weights. Must be able to hear clearly (correctable to within normal limits) to record telephone information, and to see (vision correctable to 20/20) to complete documents. Frequent interaction with patrons may cause stress.

Application available http://russelllibrary.org/about_us/employment.html

Mail to Arthur S. Meyers, Director ameyers@russell.lioninc.org

Position open until filled.

4/25/08