



The **Sausalito Public Library** seeks one or more hourly reference librarians to cover occasional weekday, evening, and weekend substitute shifts at our reference desk. This is an hourly, substitute role without benefits. The current hourly rate is \$29.12.

Applications will be accepted through Thursday, March 17, 2016.

Job Description

- Staff a reference desk at a small public library that is a member of the MARINet consortium
- Answer questions from the public in person and on the telephone
- Assist patrons at public-access computer stations
- Assist with opening and closing the library
- Work on special library projects, as assigned
- Explain library policies and procedures to the public
- Act as senior librarian on duty as required
- Perform other duties as assigned

Requirements

- MLS or similar graduate degree from an ALA-accredited program
- Familiarity with Integrated Library Systems (experience with Sierra from Innovative Interfaces a plus)
- Computer and computer problem solving skills (browsers, MS Word, printing, etc.)
- Excellent communication and public service skills
- Experience working at a reference or information desk in a library setting

To apply, please fill out and submit a copy of the City of Sausalito employment application (see link below) along with a current resume. Applications should be sent to Sausalito City Librarian Abbot Chambers at achambers@ci.sausalito.ca.us. An MS Word version of the employment application is available on request.

<http://www.ci.sausalito.ca.us/modules/showdocument.aspx?documentid=14681>