



The **Sausalito Public Library** seeks one or more hourly reference librarians to cover occasional morning and afternoon **weekday** 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 on an ongoing basis until quota is filled.

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 Assistant City Librarian Augie Webb at awebb@ci.sausalito.ca.us. All applicants will need to pass Live Scan processing in order to work for the City of Sausalito.

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