



ABOUT THE POSITION

The Library is seeking friendly, flexible, and service-oriented On-Call Librarians to provide high-quality public service coverage during staff absences, busy periods, and special events. On-Call Librarians are fully trained to perform core librarian duties and may be responsible for independently opening or closing the building, supporting reference and circulation services, assisting with technology, and ensuring a positive experience for all library users.

This position is ideal for individuals who enjoy helping people, thrive in fast-paced public service environments, and want occasional or flexible hours.

SALARY AND BENEFITS

Librarian I \$37.00 - \$47.23 per hour

Librarian II \$41.11 - \$52.47 per hour

Placement on the salary schedule is based on qualifications

Scheduled as-needed

Must be available to work evenings and weekends, not to exceed 19 hours per week

PREFERRED QUALIFICATIONS

- MLIS or equivalent, or significant completion towards MLIS
- Experience in public libraries and knowledge of adult reference services
- Familiar with ILS operations (preferably Sierra), public service desk work, or technical troubleshooting
- Ability to work independently and exercise sound judgment
- Comfortable using technology and learning new systems
- Strong communication and problem-solving skills
- Ability to lift up to 25lbs., push carts, and navigate library spaces

AVAILABILITY REQUIREMENTS

- Ability to work evening and weekend shifts required
- Ability to respond to same-day coverage requests preferred
- Minimum of one shift per month to maintain proficiency

APPLICATION INSTRUCTIONS

Submit your completed application form and résumé by email to jobs@beltiblibrary.org with the subject: On-Call Librarian. Applications will be reviewed on a rolling basis until the position(s) is filled.