

## **Town of Old Saybrook:**

### **Non-Union Position Description**

<b>Title:</b>	Part-Time Reference Librarian	Non-Union
<b>Department:</b>	Acton Public Library	Rate: \$24.50
<b>Date:</b>	March 2024	7-10 hours per week

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**POSITION SUMMARY:** The Part-Time Reference Librarian is responsible for assuring high patron satisfaction with all aspects of Reference Services in cooperation with other library staff and in accordance with current library policies and procedures, and the library's mission. This librarian will be responsible for providing timely in-depth reference and reader's advisory and will help evaluate and promote reference services. May act as a shift supervisor during evening and weekend hours.

**SUPERVISION RECEIVED:** Library Director, Assistant Director, and Head of Circulation.

**SUPERVISION EXERCISED:** Library Assistants, Library Pages, and Volunteers.

#### **PRIMARY DUTIES:**

- Helps patrons download materials to various mobile devices and troubleshoots computer and printer issues.
- Develops advertising material to publicize programs and services of the library.
- Develops literature to promote reference materials and databases.
- Assists in purchasing reference materials and provides input to the director about the use of databases.
- Responsible for providing reference and readers advisor services; instructs library patrons in use of resources including public computers, online catalogs, databases, downloadable resources.
- Demonstrated ability to establish rapport with diverse public and to deliver excellent customer service.
- Successfully demonstrated experience working in a fast-paced environment while meeting deadlines.
- Strong written, verbal, interpersonal, and presentation skills.
- Successfully demonstrated ability to follow written or oral directions and work well independently and as part of a team.
- Knowledge of current library trends and best practices in general, and as they relate to the assigned area of the library.
- Ability to keep up to date with popular culture and technological advances that interest library patrons.
- Strong aptitude for continued learning and practical application of new/emerging technologies.
- Successfully demonstrated reliability, flexibility, and initiative.
- Ability to travel to required locations.

**REQUIRED QUALIFICATIONS:** A bachelor's degree and matriculation into an MLS or MLIS program. Experience in public libraries. Familiarity with reference services. A Valid Driver's License is required. Must be flexible to include evenings and weekends.

**PREFERRED QUALIFICATIONS:** Previous experience working in a public library setting as a professional librarian. Demonstrated supervisory experience. Knowledge of and demonstrated experience with library related technology. Ability to teach a diverse population how to use library materials.

**PHYSICAL AND MENTAL REQUIREMENTS/WORK ENVIRONMENT:**

Required for essential duties; reasonable accommodations will be considered under the Americans with Disabilities Act; this list is not all inclusive and may be supplemented as necessary.

- Ability to get from one location in the library to other locations within or outside the library.
- Ability to stand for long periods of time.
- Ability to sit for long periods of time.
- Ability to perform manipulative skills such as writing, collating, using a keyboard and/or calculator with speed and accuracy for long periods of time.
- Ability to see and read text, numbers, data, charts, diagrams, and information closely.
- Ability to read text, numbers, data, charts, diagrams, and information from a computer monitor.
- Ability to hear normal sounds with background noise in person or when using a telephone.
- Ability to understand verbal communication and communicate through speech.
- Ability to communicate effectively in oral and written form.
- Ability to maintain files and records and to make mathematical calculations using a calculator.
- Ability to reach, bend, stoop, kneel, crawl, and crouch.
- Ability to push, pull, and lift an object that weighs up to 30 pounds.
- Ability to push, pull, maneuver, and steer fully loaded book trucks which can hold objects in excess of 100 pounds.
- Ability to concentrate on details, issues, and assignments with interruption, pressure and changing priorities.
- Memory to perform multiple and diverse tasks over long periods of time and ability to remember information that has been read, studied or previously learned.
- Ability to use knowledge and reasoning to solve problems.
- Ability to distinguish between public and confidential information and handle each appropriately.
- Ability to learn and apply new information, technology, and legislation applicable to library services, activities, and workflows.
- Ability to maintain an even temper while providing service to the public.
- Works in a public library and office setting subject to interruption, heavy traffic flow, and heavy work volume expectations.
- May be exposed to dust and electro-magnetic radiation.
- Ability to work a schedule which includes evening and weekend work, as well as occasional coverage of shifts for other employees as required by illness or vacation.

***License or Certificate:*** None

**SALARY/HOURS:** This is a part-time, non-union position. The beginning rate of pay is \$24.50 per hour. 7-10 hours per week, may include evenings and weekends.

***Deadline:*** April 1<sup>st</sup>, 2024