

POSITION DESCRIPTION

GE-18

Town of Needham

Reference Librarian/Program Specialist

Duties

Under the general supervision of the Reference Supervisor, perform a variety of activities as an information source to the community and plan special programming for adults.

Advise and assist patrons in selecting, locating, and utilizing library resource materials through knowledge of print materials, the computerized catalog, electronic databases, the Internet, and CD-ROM produces. Instruct the public in the use of these resources through individual instruction and scheduled classes. Provide answers to patrons' questions, both ready reference or in greater bibliographic depth, and assist the Reference Supervisor in coordinating efficient and successful research information, and reader's advisory services. Perform on-line regional, statewide, and national database searches for patrons requesting specialized books, periodicals, and information. Place inter-library loan requests and participate in maintenance of related network components.

Responsible for establishing, planning and executing programming that will support the library's Vision Statement of satisfying community educational, recreational, and cultural needs. Must be willing to work flexible hours that will mesh with programming, when required.

Maintains Community Room calendar, schedules bookings, collects fees, and arranges for set-up by custodians.

Schedule and create exhibits in the library display cases.

Create appropriate publicity highlighting the exhibits, plus programs and activities.

Evaluate, review, and select books for assigned segment of the library's non-fiction book collection. Periodically evaluate collection for purposes of currency and accuracy of information.

Provide information to patrons on library policies, activities, facilities, rules and services.

Actively participate in professional library network committees and activities, including appropriate Minuteman Library Network committees and roundtables. Attend professional meetings, seminars, and continuing educational opportunities.

Assume responsibility for the Reference area in the absence of the Reference Supervisor

Perform other duties as required.

Basic Knowledge:

Position requires a Masters Degree in Library and Information Science.

Experience:

Position requires 2-3 years experience in professional library reference service, plus public library programming experience.

Independent Action:

Establish own work plan and priorities to assure timely completion of work in conformance with established library policies and practices. Recommend reference book purchases to the Reference Supervisor.

Supervisory Responsibility:

Responsible for the operation of the library on scheduled evenings and Saturdays. Supervise professional and clerical staff in the absence of the Reference Supervisor.

Physical and Environmental Standards:

- Environment subject to constant high public traffic volume, noise, odors, etc.
- Constant interruptions to assist citizens.
- Extended periods at terminal, on telephone, operating with public at several types of workstations (PAC terminals, CD-ROM workstations, Internet terminals), operating other office machines, requiring eye-hand coordination and finger dexterity.
- Regular lifting of books and indexes. Regular lifting of files, documents, records, etc. Frequent moving of book carts around the department.
- Some travel by personal automobile to neighboring towns.
- Evening and weekend work required.
- Frequent standing, walking, bending, reaching, climbing stairs.