



Town of Billerica Job Opening

TITLE: Reference/Community Services Librarian
Department: Library

Grade Level: Librarian II
Date: January 2019

DUTIES/DESCRIPTION:

- Delivers exemplary public service, answers reference questions at all levels of complexity, and enables access to library materials in all available formats while covering the reference desk
- Provides expert guidance to patrons requesting information or on-the-spot assistance with technology (e.g. printing, scanning, e-readers, email, Microsoft Office, etc.)
- Collaborates with community groups/organizations in Billerica to fully integrate the library into the community
- Maintains homebound delivery services for Billerica residents unable to visit the library on their own
- Delivers programming to the Council on Aging and off-site residential locations, including the Billerica Housing Authority and assisted living facilities in town
- Represents the library at community events and gatherings
- Supports efforts to increase awareness and usage of the library through the development of print and electronic marketing content
- In collaboration with the Council on Aging, manages and oversees Senior Tax Volunteers working in the library
- Responsible for collection development in assigned areas
- Attends workshops, trainings, and conferences, and participates in professional development activities
- Performs other duties as assigned

QUALIFICATIONS: A Master's Degree in Library Science in a program accredited by the American Library Association. Recent graduates encouraged to apply. Minimum of one to two years' experience in library work preferred.

Strong public service commitment along with a high degree of initiative, independence and excellent interpersonal skills; ability to exercise judgment in dealing effectively with diverse constituencies in a responsive manner; ability to set priorities and manage time effectively; ability to collaborate and communicate effectively; positive attitude a must.

SALARY: Starting at \$888.93 per week following in 9 steps with full benefits package.

SCHEDULE: 37.5-hour work week includes one evening, every other Saturday and one Sunday per month.

APPLY TO: Joe St. Germain, Assistant Director
Billerica Public Library
15 Concord Road
Billerica, MA 01821
jstgermain@billericallibrary.org

Please include cover letter, resume and three references (PDF format preferred if submitting electronically).

AVAILABLE: Immediately.

DEADLINE FOR APPLICATIONS: Open until filled.

The Town of Billerica is an Affirmative Action/Equal Opportunity Employer