



**Town of Billerica - Technical and Reference Services Librarian (22.5/hours)**

**Title:** Technical and Reference Services Librarian

**Grade Level:** Librarian II

**Date:** October 2023

**Department:** Library

**Job Description:** Due to a pending retirement, the Town of Billerica seeks a friendly, dependable, independent, and detail-oriented candidate to serve as a Technical and Reference Services Librarian.

- Actively participates in the ordering, acquisition, and classification of all materials added to the collections; participates in data entry and physical preparation of all materials
- Maintains a thorough working knowledge of all MVLC and internal policies and procedures related to ordering, classification, and processing of materials
- Oversees serials acquisitions and record management
- Serves as back up for receiving deliveries and sorting new materials
- Participates in the creation of collection maintenance reports and similar activities in collaboration with the Supervisor of Technical Services
- Supports reclassification projects in consultation with the Supervisor of Technical Services
- Contributes to the accuracy of database information for Billerica Public Library bibliographic records in the MVLC catalog; resolves database issues with MVLC staff as needed
- Participates in MVLC Technical Services meetings at the request of the Supervisor of Technical Services
- Facilitates access to library materials in all available formats and provides expert guidance to patrons of all ages requesting information or on-the-spot assistance with technology
- Selects library materials for purchase in assigned areas
- Performs other duties as assigned

**Qualifications:** Master's Degree in Library Science in a program accredited by the American Library Association and minimum of two years of professional experience involving the provision of library automated and related services. Working knowledge of MARC, RDA, DDC, and related cataloging standards strongly preferred.

**Salary:** \$602.25/week - \$822.72/week in 9 steps with prorated benefits package, including participation in the retirement system.

**Schedule:** 22.5-hour work week includes one evening, every other Saturday and one Sunday per month. Schedule is Mondays 1pm-9pm; Wednesdays or Thursdays 9am-5pm; Friday/Saturday 9am-5pm.

**Apply to:** Lisa Botte, Supervisor of Technical Services / Billerica Public Library / 15 Concord Road / Billerica, MA 01821 / [lbotte@billericalibrary.org](mailto:lbotte@billericalibrary.org)

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

**Available:** January 2023

**Deadline for applications:** Open until filled.

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