



TITLE: Reference/Community Services Librarian

Grade Level: Librarian II

Department: Library

Date: January 2023

DUTIES/DESCRIPTION:

- 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
- Proposes, plans, and oversees the library's community outreach programs, including developing programming for underserved populations within the community
- Collaborates and partners with community groups/organizations in Billerica to fully integrate the library into the community
- 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
- Assists with marketing communications for all adult services and programs and library-wide events
- Distributes print marketing materials to various locations in town
- In collaboration with the Council on Aging, manages and oversees Senior Tax Volunteers working in the library
- Selects library materials for purchase 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. Consideration will be given to candidates actively enrolled in an accredited MLS program. 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: \$974.52/week-\$1,331.27/week per week in 9 steps with full benefits package, including participation in the retirement system.

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

APPLY TO: Kathleen Kenny, Assistant Library Director / Billerica Public Library / 15 Concord Road / Billerica, MA 01821 / kkenny@billericalibrary.org

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

AVAILABLE: February 10, 2023

DEADLINE FOR APPLICATIONS: Open until filled

Town of Billerica is an Affirmative Action/Equal Opportunity Employer