



**Town of Billerica
Job Opening**

Title: Reference/Community Services Librarian

Grade Level: Librarian II

Department: Library

Date: March 2024

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
- Promotes library programs, services, and resources to the community
- 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. 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: \$1,003.75/week-\$1,371.20/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: Joe St. Germain, Library Director
Billerica Public Library
15 Concord Road
Billerica, MA 01821
jstgermain@billericalibrary.org

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

AVAILABLE: April 2024

DEADLINE FOR APPLICATIONS: Open until filled.

Town of Billerica is an Affirmative Action/Equal Opportunity Employer