



**Town of Billerica - Reference and Local History Librarian (22.5 hours)**

**Title:** Reference and Local History Librarian

**Date:** June 2025

**Grade Level:** Librarian II

**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 our next Local History Librarian. The Local History Librarian plays a key role in staffing the Library's Reference Desk and maintaining the Library's historical collections, organizing, preserving, and making them accessible while also utilizing the collection to support historical and genealogical inquiries.

**Duties:**

- 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
- Provides backup reference coverage for the reference desk as needed
- Collects materials for the Library's historical and genealogical collection in accordance with the Local History Room Policy
- Preserves collected materials in accordance with best archival practices
- Assists patrons with using the resources in the Local History Room; ensures Reference staff are adequately trained to provide assistance in the incumbent's absence
- Researches and tracks historical and genealogical inquiries received electronically, in-person, or by phone
- Applies for funding opportunities to help preserve and enhance the historical and genealogical collection
- 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.

**Salary:** \$626.34/week-\$855.63/week in 9 steps with a pro-rated benefits package, including participation in the retirement system. 3% COLA on 7/1/25 and 1% COLA on 1/1/26. This is an AFSCME Council 93, Local 1365 position.

**Schedule:** 22.5-hour work week includes one evening, every other Saturday and one Sunday per month. Schedule is Mondays 9am-5pm; Wednesdays 1pm-9pm; Fridays/Saturdays 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:** July 2025

**Deadline for applications:** Job will be open at least 10 days from posting and will remain open until filled.

Town of Billerica is an Affirmative Action/Equal Opportunity Employer