



Town of Billerica Job Opening

Title: Reference/Public Services Librarian

Department: Library

Grade Level: Librarian II

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
- Provides one-on-one technology training by appointment
- Collaborates with library staff to develop and maintain the library's website
- Supports the use of the library's services and collections by assisting in the development of discovery tools, resource guides, and promotional materials
- Manages technology setup and breakdown for programs and related activities
- Maintains the library's print collections on technology topics
- Coordinates the library's No Club Book Club program and supports other programming initiatives
- Attends workshops, trainings, and conferences and participates in professional development activities
- Other job functions 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: \$535.33/week-\$731.31/week in 9 steps with a prorated benefits package, including participation in the retirement system.

SCHEDULE: 20-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: March 2024

DEADLINE FOR APPLICATIONS: Open until filled.

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