



Town of Billerica Job Opening

TITLE: Substitute Reference Librarian
Department: Library

Grade Level: Librarian II
Date: August 2021

DUTIES/DESCRIPTION:

- Facilitates access to library materials in all available formats
- Provides expert guidance to patrons of all ages requesting information
- Instructs patrons in the use of library tools, including the OPAC and e-resources
- Provides instruction and basic troubleshooting for public computers and other technologies
- Follows library and MVLC procedures and guidelines
- 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: \$25.45/hour-\$34.77/hour

SCHEDULE: Schedule will be on an intermittent basis when permanent staff members are absent.

APPLY TO: Joe St. Germain, Assistant 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: Immediately

DEADLINE FOR APPLICATIONS: Open until filled.

Town of Billerica is an Affirmative Action/Equal Opportunity Employer