

Community Library of DeWitt and Jamesville

Position Description: Reference Librarian – Part-time

2021

Overview

This position provides professional-level services in a dynamic suburban public library. Under the direction of the Executive Director, the part-time Reference Librarian is focused on delivering the highest possible level of library service, including provision, analysis and enhancement of services to patrons in the way of reference service.

Responsibilities

Participates in scheduled reference desk and other public service points to answer standard and complex reference questions; demonstrates and troubleshoots the use of public access equipment, PCs and related software; oversees the work of the library pages and volunteers when designated as 'staff person in charge'

Supports and participates in system-wide activities, meetings and teams (as time permits)

Supports library and system-wide event planning and execution

Keeps abreast of technological changes; ensures efficient use of equipment and resources through communication and training

Carries out other duties within the scope, spirit and purpose of the job

Qualifications

Masters in Library Science or equivalent degree from an accredited institution

Must possess or be eligible for a New York State Public Librarian's Certificate

Ability to work with patrons of varied backgrounds

Knowledge of current trends in library service

Knowledge of materials (print and non-print) for patrons

Knowledge of current library public service operations and library automation procedures and practices

Knowledge of current principles and methods of professional library service; knowledge of current reference procedures

Ability to work cooperatively and effectively with staff, patrons, and contacts

Ability to work without close supervision and render independent judgment

Ability to deal with diverse tasks and responsibilities simultaneously

Knowledge of both opening and closing procedures and the ability to perform them correctly and consistently

Physical Activity Requirements

While performing the duties of this job, the Reference Librarian stands, reaches with arms; uses hands, fingers, sight, hearing, and verbal communication; bends, stoops, kneels; lifts and carries materials weighing less than 20 pounds; lifts, moves, and/or manipulates bulky items and/or crates of materials weighing up to 50 pounds; and pushes/pulls/maneuvers a wheeled book cart weighing up to 200 pounds when fully loaded. Job duties may occasionally require standing for extended periods of time.

This job description is not intended to limit or in any way modify the right of management to assign, direct, and control the work of employees. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty. This job description will be reviewed periodically as duties and responsibilities change if necessary. Position Descriptions are subject to modification.