

Reference Librarian (Grade VI to VII)

Description and Requirements

Department and Supervision:

- Works in the Adult Services Department under the supervision of the Head, Adult Services
- No supervisory responsibilities

Essential Functions:

- Staff public service desk and answer reference and readers' advisory questions in a polite and professional manner
- Maintain business collection as well as other collections as assigned, purchasing for and weeding collections as needed
- Plan and deliver outreach presentations to local business community and organizations
- Build relationships with businesses, organizations and members of the community
- Represent the Library at city and community organization meetings
- Create and deliver programs for adults in the community
- Coordinate presentations and performances of interest to adults in the community
- Create and contribute content for library website, blog and social media, especially pertaining to business related articles and resources
- Perform readers' advisory, including creating title lists and displays
- Give eBook and technology tutorials to patrons
- Assist patrons with public computers and equipment
- Retrieve, place holds, or initiate inter-library loan requests for requested titles
- Enforce library rules of behavior
- Work with supervisor to coordinate technical training for staff and patrons, giving tutorials as assigned
- Assist with special short-term and long-term projects as assigned

Knowledge:

- Social media
- eReaders, tablets, mobile devices (Androids and iOS)
- Macs and PCs
- Standard reference sources for public libraries
- Microsoft Office suite
- Content management software
- Media software such as Adobe Suite desirable

Abilities:

- Answer reference questions in a timely and effective manner
- Ability to learn, adapt and adopt new technology
- Communicate effectively (verbally and in writing) to patrons and staff

- Classroom and small group instruction and speaking
- Provide training to peers and public
- Reach and bend for books on shelves and handle heavy books

Training and Experience:

- Education: MLS degree from an accredited institution
- Experience with content creation for blogs, social media, and presentations
- Experience selecting and communicating with vendors of online services and databases
- Experience creating and delivering adult programs
- Background in entrepreneurship, marketing, consulting or business a plus