



Position Title:	Information Services Librarian/Reference Dept. Head
Department:	Flint Memorial Library
Reports to:	Assistant Library Director
Hours:	Full-time (35) hours
Date:	September 13, 2021
Salary:	\$47,963-\$53,948

General Summary:

The Flint Memorial Library seeks an energetic, innovative Information Services Librarian to join our team. This librarian will assist patrons in using the library; respond to reference questions; provide reader's advisory service; public computer assistance; plan and run virtual and in-person programs; and use social media to market library services.

Supervision: Works under the general supervision of the Assistant Library Director.

Responsibilities include but are not limited to:

- Provide exemplary public service while staffing the reference desk during regularly scheduled shifts.
- Facilitate access to library materials in all available formats and provide expert guidance to patrons requesting information or walk-in assistance with technology.
- Plan and implement adult programs to include book discussion groups, author visits, etc.
- Coordinate publicity and promotional campaigns to promote reader services, library programs and events.
- Directly oversees all aspects of Interlibrary Loan and Virtual Catalog.
- Research and purchase both electronic and print materials for the library collection.
- Develop and implement a consistent weeding plan in conjunction with collection development.
- Lead staff in reader's advisory services, creating engaging displays and booklists to promote collections.
- Update the library website and social media accounts ensuring up-to-date content for all adult service pages and assist other departments as needed.
- Manage the calendar and room booking software, and other e-resources the library offers.
- Prepare monthly and statistical usage reports for state reporting and to facilitate maintenance of the library collection.
- Attend consortium and regional meetings to keep current with the latest technologies.
- Routinely function as daily, evening or Saturday building supervisor.
- Handle occasional shifts on other public service desks as needed.
- Schedule library facilities for use by outside groups, including Activity Room tours and technology set-up.
- Perform other similar or related work as required or as situation dictates.

Minimum Requirements:

- Master's degree in Library Science from an ALA-accredited program. Consideration will be given to candidates actively enrolled in an accredited MLS program. Minimum three years professional library experience.
- Excellent communication skills, patience, problem solving, and the ability to work with patrons and staff with varying levels of expertise.
- Experience creating content for websites, social media and e-newsletters.
- Strong desire to innovate and integrate library resources into the community.
- 35 hours per week including one weeknight and every fourth Saturday (Labor Day-Memorial Day)

How to Apply:

Please include cover letter, resume and three references to Alyson Olson, Human Resources Department:
jobs2@northreadingma.gov

Physical Requirements			
Librarian		2019	
PRIMARY		COGNITIVE AND SENSORY REQUIREMENTS:	
LIFT up to 10 lbs:	Occasionally required	Talking:	Necessary for communicating with others.
LIFT 11-25 lbs.:	Occasionally required	Hearing:	Necessary for receiving instructions and queries.
LIFT 26-50 lbs.:	Not required.	Sight:	Necessary to perform job effectively and correctly
LIFT over 50 lbs.:	Not required.	Tasting & Smelling:	Not required.
CARRY up to 10 lbs.:	Occasionally required.		
CARRY 11 to 25 lbs.:	Occasionally required.		
CARRY 26 to 50 lbs.:	Not required.		
CARRY over 50 lbs.:	Not required.		
REACH above shoulder height:	Occasionally required.	Other Physical Considerations	
REACH at shoulder height:	Frequently required.	Twisting:	Occasionally required
REACH below shoulder height:	Occasionally required.	Bending:	Frequently required
PUSH/PULL:	Frequently required.	Crawling:	Not required.
		Squatting:	Occasionally required
		Kneeling:	Rarely required
DURING AN 7 HOUR DAY, EMPLOYEE IS REQUIRED TO:		Crouching:	Occasionally required
		Climbing:	Rarely required
Consecutive Hours		Balancing:	Not required.
Sit:	1 2 3 4 5 6 7 8 - Varies Daily		
Stand	2 2 3 4 5 6 7 8 - Varies Daily	HAND MANIPULATION	
Walk	3 2 3 4 5 6 7 8 - Varies Daily	Grasping:	Frequently required
		Handling:	Frequently required
Total Hours		Torquing:	Frequently required
Sit	1 2 3 4 5 6 7 8 - Varies Daily	Fingering:	Frequently required
Stand	2 2 3 4 5 6 7 8 - Varies Daily		
Walk	3 2 3 4 5 6 7 8 - Varies Daily		
Controls and Equipment:	Computer, telephone and copier.		
Work Surfaces:	Standard office desk and chair, computer work station; tile, carpet, cement floor; table; service counter.		