



Town of Belmont Employment Opportunity

The Town of Belmont is now accepting applications for the full-time position of:

Community Services Librarian

Belmont Public Library

Starting Salary: \$28.05/hour

Benefits-Eligible Position

Application Closing Date: December 9, 2015

Applicants must submit the required Town of Belmont application form, resume and cover letter to the Town's Human Resources Department by the closing date.

Position Summary

The Belmont Public Library seeks a creative, enthusiastic reference librarian to strengthen relationships with library patrons, civic organizations, local businesses and the Belmont community at large.

This individual will represent the library to various organizations and groups and find opportunities for the library to participate in Town events and activities. The position also will oversee volunteers and plan and coordinate public programs designed to engage community members with the library, with responsibility for publicizing these programs using social media, the library website, flyers, press releases, and other online and print resources.

As a member of the Library's busy reference department, the community services librarian also will assist patrons in the use of the online catalog, databases, the Internet, OverDrive, Kindles, and other library resources. Other responsibilities include readers' advisory; collection development; troubleshooting computers, printers, and other equipment; and patron instruction one-on-one and in groups. Candidates must be committed to providing a high level of public service to patrons.

Qualifications include a Master's degree in Library Science from an ALA accredited school with two years of reference and public library experience or equivalent. Knowledge of principles and practices of library work and use of resources and information technology required. Experience with social media and web content, as well as excellent written and communication skills, highly desired.



Experience with Adobe Illustrator or similar software and sound systems/recording technology preferred. Experience with Innovative preferred.

This position is full time, 35 hours per week, with a starting hourly rate of \$28.0505, including benefits.

Application Process

All applicants are required to complete a Town application form, available from the Town's website, www.belmont-ma.gov, by emailing humanresources@belmont-ma.gov, calling (617) 993-2740 or by visiting the Human Resources Department at the Belmont Town Hall. Applicants may attach resumes to the Town application form as additional information but cannot use this in lieu of completing the required form.

All full-time and some part-time employees will need to complete a pre-employment physical and drug-screening examination. Certain positions will also require a CORI criminal background screening.

Application and resumes must be received in the Town's Human Resources Department by December 9, 2015.

The Town reserves the right to modify the application deadline and/or accept applications after the deadline in order to best serve the interest of the community.

After the submission deadline, the Human Resources Department and a review committee will review all completed applications and will select the most highly-qualified respondents for interviews. The Town will acknowledge receipt of completed applications that it receives and will only further contact individuals who the Town selects to interview.

Individuals who need accommodations in order to participate in this process should contact the Town's Human Resources Department.

Please address all questions regarding the Town's hiring process to:

Human Resources Department
Town of Belmont
455 Concord Avenue
Belmont, Massachusetts 02478
(617) 993-2740
humanresources@belmont-ma.gov