Town of Belmont
Employment Opportunity

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

Part-Time Reference Librarian

Belmont Public Library
Starting Hourly Rate: $27.01

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 of Friday, November 11, 2016.

The Belmont Public Library seeks a part-time Reference Librarian (8 to 10 hours per week). Performs a variety of duties to provide assistance to patrons in the use of all library resources, including online catalog, databases, Internet, OverDrive, etc. Helps patrons download materials to various mobile devices, troubleshoots computer and printer issues. Must possess strong commitment to high-quality public service and enjoy patron instruction, reader's advisory and other patron interactions. Ability to assist technology librarian with technology instruction, computer maintenance, 3D printing, and/or special projects preferred.

Master's degree in Library Science from an ALA-accredited school with one year of reference and public library experience required. Must have knowledge of principles and practices of library work and use of library resources and information technology. A copy of the full job description can be found below.

The starting hourly rate is $27.01.This position is not eligible for benefits other than those required by law. Hours are 1 PM to 5 PM Sundays from October to May, plus occasional Saturdays year-round, 9 AM to 1 PM or 1 PM to 5 PM. Flexibility to work on special projects occasionally on weekdays preferred.

Please submit a resume, cover letter, Belmont town application, and list of professional references to the Human Resources Department, 455 Concord Avenue, Belmont, MA 02478 or humanresources@belmont-ma.gov or fax (617) 993-2741 by **Friday, November 11, 2016.**

The Town of Belmont is Equal Opportunity Employer

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. Both full-time and part-time positions require a CORI criminal background screening. 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

Town of Belmont
Job Description
Reference Librarian

PURPOSE OF POSITION

The purpose of this position is to provide professional reference librarian and information services to library patrons. The work is performed under the general supervision of the Coordinator of Public Services.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Receives and evaluates requests for information. Searches databases to find information; advises readers regarding appropriate materials; interprets and applies library policies and procedures; instructs patrons in the use of library equipment and information technology including online catalog, databases, Internet, CD-ROM and others; assists patrons in selecting and locating materials, bibliographic searches and related matters; processes interlibrary loans and network requests.

- Maintains current knowledge of reference materials, research methods, online databases and Internet use. Maintains knowledge of technology developments and general library automation and electronic services provided through library networks.

- Assists in library collection development. Analyzes materials to weed selections from collection.

- May plan or assist in developing library programs and events. May prepare and give book talks and other events for patrons.

- May perform a variety of promotional activities; prepares promotional materials, announcements, brochures, press releases and related materials

- Reserves library meeting rooms for group use; coordinates programs/events with community groups. Compiles monthly reference, meeting room and program statistics.

- May represent the library to various organizations and groups. Attends and participates in network committees, library meetings and other meetings.

- Trains and supervises monitors.

- Troubleshoots minor computer and printer problems.

- Participates in on-going training for library technology and trends.

- Administers museum passes program.

- Makes administrative and operational decisions in the absence of the Library Director and department heads.

- May perform electronic book ordering using network's acquisitions system.

- Monitors patron behavior.

MINIMUM QUALIFICATIONS

Master's degree in Library Science from an ALA accredited school with one year of reference and public library experience and knowledge of principles and practices of library work and use of library resources and information technology.

PERFORMANCE APTITUDES

Data Utilization:

Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

Human Interaction:

Requires the ability to persuade, convince, influence, train and monitor others, in favor of a desired outcome and to provide customer service. Requires the ability to act as a lead person.

Requires the ability to communicate orally and in writing with patrons, library personnel, vendor representatives, teachers, volunteers, community groups and other reference librarians.

Equipment, Machinery, Tools and Materials Utilization:

Requires the ability to operate a variety of library and office equipment such as computer terminal, typewriter, telephone, fax machine, calculator/adding machine, label maker, microfilm reader/printer, computer printer and photocopier.

Verbal Aptitude:

Requires the ability to utilize a variety of advisory data and information such as book reviews, bibliographies, meeting minutes/agendas, requests for materials, professional journals, databases, reference books, indexes, equipment operating manuals, policies, procedures and guidelines.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.

Functional Reasoning:

Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objective.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability:

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds. Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements:

Requires the ability to recognize and identify individual characteristics of shapes and sounds

associated with job-related objects, materials and tasks.

Environmental Factors:

Tasks are regularly performed in safe and comfortable surroundings without exposure to adverse environmental conditions.

The Town of Belmont, Massachusetts is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.