



Town of Belmont Employment Opportunity

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

Reference Librarian

Belmont Public Library

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 January 18, 2016.

Assists the public with all aspects of using library resources, including the online catalog, databases, the Internet, Overdrive, e-readers and other mobile devices, etc. Has various responsibilities for collection development, including ordering materials using network and publishers' databases, selecting materials for parts of the collection, and analyzing the collection using web management and other reports, and creating lists of book recommendations for patrons. Provides bibliographic and technology instruction, in one-on-one and class settings, and readers advisory services. Processes out-of-network interlibrary loan requests. Must be committed to providing a high level of public service to patrons.

Provides reliable and responsive support to Belmont Public Library workstations. Responds to calls for help, troubleshoots hardware and software problems, and assists technology librarian with various tasks. May provide support for audiovisual system for meeting room. Provides setup and takedown of audiovisual equipment such as laptops and digital projector.

This position requires a Master's degree in Library Science from an accredited school with one year of reference and public library experience or equivalent. Superior technology skills; knowledge of principles and practices of library work and trends in information science; experience with online searching and collection development; excellent oral and written communication skills as well as instructional skills. Ability to work with library staff and general public in a tactful and courteous manner. Experience with Innovative/Sierra preferred. Full Job Description available by request. Starting salary: \$26.48/hour.



Please send a resume, cover letter, and complete Town application (<http://www.belmont-ma.gov/human-resources>) to the Town of Belmont, HR Dept., 455 Concord Ave., Belmont, MA 02478 or humanresources@belmont-ma.gov or fax to 617-993-2471.

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.

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