



## Town of Belmont Employment Opportunity

### Community Outreach 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 **September 8<sup>th</sup> 2023**.  
Starting Hourly Rate \$37.556

The Belmont Public Library is seeking a creative, outgoing and community-minded reference librarian to strengthen relationships with library patrons of all ages, civic organizations, local businesses, and the Belmont community at large. This individual will represent the library to various community organizations/groups and find opportunities for the library to participate in Town events and activities. The position also will coordinate public programs designed to engage community members with the library, with responsibility for publicizing these programs. Dynamic and effective promotion using social media, the library website, flyers, press releases, monthly newsletters, and other online and print resources is core to this position's skill set.

As a member of the Library's busy reference department, the Community Outreach Librarian also will assist patrons in the use of the online catalog, databases, the Internet, OverDrive, Kindles, and other personal devices. Other responsibilities include readers' advisory; collection development; troubleshooting computers, printers, and other equipment; and patron instruction one-on-one and in groups. 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 to three 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 design, social media and web content, as well as excellent written and communication skills, required. Experience with Adobe Illustrator, Canva, Microsoft Publisher or similar software and sound systems/recording technology preferred. Experience with Innovative preferred.

This is a full time 35 hour per week position covered under a collective bargaining agreement with the Belmont Librarian's Association. The starting hourly rate is \$37.556, which represents Grade 14, Step 1 of the contract. and qualifies for the Town's comprehensive benefits package, including health, dental and life insurance, paid vacation, sick, personal and holiday leave. This position also qualifies for the Town's pension plan.

Please send a resume, cover letter, examples of graphic design successes, 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](mailto:humanresources@belmont-ma.gov) or fax to 617-993-2471 by the closing date of September 8<sup>th</sup> 2023.

## Application Process

All applicants are required to complete a Town application form, available from the Town's website, [www.belmont-ma.gov](http://www.belmont-ma.gov), by emailing [humanresources@belmont-ma.gov](mailto: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](mailto:humanresources@belmont-ma.gov)

Town of Belmont  
Job Description

Community Outreach Librarian

Department: Library

Unit: BLA

FLSA Category: Non-Exempt

Hours-per-week: 35

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PURPOSE OF POSITION

This position will provide community outreach, develop publicity & marketing materials, plan library programs and provide professional reference services to library patrons. The work is performed under the supervision of the Coordinator of Reference & 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.

- Develops library programs and events (lectures, concerts, workshops, etc.) and coordinates the schedule of programs developed by reference staff members; collaborates with Coordinator of Public Services and/or the Library Director to propose, plan and promote large scale programming such as One Book, One Belmont, & special events in response to patron and community requests and needs; may prepare and give book talks or lead book discussion groups.
- Responsible for publicizing library programs and events; prepares and seeks new opportunities for promotional materials. Utilizes social media as well as brochures, press releases, monthly newsletters, sandwich boards, and online marketing opportunities to promote Library services and program to the Belmont Community.
- Incorporates social media into all outreach, promotion and marketing activities ensuring appropriate communication to keep patrons informed about library activities and procedures in real time. Trains and partners library staff on social media postings.

- Assists with children's outreach efforts including Belmont Farmer's Market Story Time, National Walk to School Day, Foundation for Belmont Education Spelling Bee and Chenery Middle School Author Festival. Supports The Library Director and Coordinator of Reference & Public Services in marketing and outreach decision making.
- Coordinates contents on Library website in collaboration with Library departments, including but not limited to frequent updates of website content; prioritizes content for Front Page and edits and publishes posts written by other Library staff.
- Represents the library to community organizations and groups. Attends and participates in network, library meetings and other meetings. At the request and guidance of the Library Director, collaborates with other town departments.
- Builds relationships with civic organizations and local business. Finds opportunities for the Library to participate in Town events and activities. Works directly with affiliate organizations such as the Friends of the Belmont Library.
- Maintains part of the adult programming budget, keeps a record of all expenditures, including contracts, check requests, tax documents, and other receipts.
- Supports the writing of the Annual Report, Budget Narrative, Long Range Plan, MBLC State Reporting. Creates visual aids for these and other reports as needed.
- Serves as the "Person in Charge" when assigned via the departmental rotation
- Receives and evaluates requests for information. Searches databases to-locate 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 and databases, Internet, mobile devices, and others; assists patrons in selecting materials, with bibliographic searches and related matters; processes interlibrary loan 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 collection development; analyzes sections of the adult reference and nonfiction collection to select and weed materials. Participates in on-going training for library technology and trends.
- Troubleshoots operating problems for computers, printers and photocopiers.
- Makes administrative and other decisions in the absence of the Library Director and department heads.
- May perform electronic book ordering using network's acquisitions system.
- Monitors patron behavior.
- Performs other duties as assigned.

## MINIMUM QUALIFICATIONS

Master's degree in Library Science at an ALA accredited school with two years of professional library experience. Supervisory experience preferred. Knowledge of library work principles and practices, use of library resources and

information technology, and knowledge and experience with automated library systems or any equivalent combination of education, training and experience which provides the requisite knowledge skills and abilities for this job.

## PERFORMANCE APTITUDES

### Data Utilization:

Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and oversee the execution of these decisions.

### Human Interaction:

Requires the ability to provide first line supervision. Ability to persuade, convince and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.

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

### Equipment, Machinery, Tools and Materials Utilization:

Requires the ability to operate a variety of library and office equipment such as PC's, telephone, fax machine, calculator, computer printer and photocopier.

### Verbal Aptitude:

Requires the ability to utilize a variety of advisory data and information such as catalogs, professional journals, book reviews, monthly statistics, newsletters, time sheets, meeting minutes/agendas, reference materials, databases, long-range plans, computer software operating manuals, policies, procedures, guidelines and non-routine correspondence.

### 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 influence systems such as supervision, leading, teaching, planning, coordinating and controlling. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

### Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

#### 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.