

Abington Township Public Library (1030 Old York Road, Abington, PA) is seeking a full-time Reference Librarian.

TITLE: Reference Librarian

HOURS: Full-time (40 hours)

This position provides direct service to patrons. Work is performed under the regular supervision of the Head of the Reference Department.

Summary of essential position functions:

- Provides reference services in person, by telephone or email
- Performs collection development
- Ability to exercise initiative and independent judgment
- Familiarity with Polaris system desirable
- Uses online catalog and other web tools for reference questions and collection development
- Compiles instructional flyers and handouts for the public
- Planning and scheduling adult library program(s)
- Collaborates effectively with other departments
- Supervises work of volunteers

QUALIFICATIONS

- Master's degree in Library Science preferred
- 1-2 years of experience working in a public library is required

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of public library reference work including assisting patrons with personal devices
- Proficient in Microsoft Office Suite
- Knowledge of electronic resources and ability to search and use an ILS
- Proficient in handling office equipment
- Strong communication skills
- Ability to produce written documentation and work effectively with staff and patrons

Must provide Act 34 Criminal Record Check, Act 151 Child Abuse History, FBI Clearances

Applications accepted via email only. Send your resume, cover letter and list of professional references with contact information to: Mimi Satterthwaite, Head, Reference Department
satterthwaite@mclinc.org

Applications will be received until January 22nd, 2018.