



520 Virginia Drive, Ft. Washington, PA 19034

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Part-Time Librarian, Public Services Fort Washington, PA

Position Overview

Upper Dublin Public Library, a busy suburban Philadelphia public library, is seeking a permanent, part-time Librarian starting May/June 2024. The position is approximately 20-24 hours a week. Available weekday hours include mornings, afternoons, and/or evenings; some weekend shifts are required. Applicants should feel comfortable working with patrons of all ages while providing customer service, collection development, and planning and implementing library programs. This position is on the Adult & Young Adult Services Team, primarily focusing on serving customers on the 2nd floor of the library with their reading and information needs.

We're looking for a cheerful candidate with impeccable customer service, technology, and teamwork skills; knowledge of reference services, readers advisory, and collection development; and interest in planning and implementing programs and events. The Part-Time Librarian is a part of a community engagement team providing our library patrons with efficient and personalized service, whether it's finding a book on our shelves, accessing a digital resource, or helping patrons with technology.

Our Library

Located in Fort Washington, PA, open 65 hours/week, the UDPL is a bustling and much-loved resource for the 26,665 residents of Upper Dublin Township and neighboring communities. The UDPL maintains a collection of 110,000 tangible items plus a variety of virtual resources, like eBooks, 24/7. In 2023, the Library circulated over 391,000 items and library visits were over 156,000 people.

Qualifications for Part-Time Librarian

- An American Library Association accredited master's degree in library science or equivalent experience and training that provides the required knowledge, skills and abilities.
- Strong customer service background, motivation, and ability to learn new skills in a fast-paced setting
- A high level of computer literacy, along with strong knowledge of digital technology and devices, such as tablets and smartphones.
- Excellent teamwork and communication skills
- Experience with readers advisory and collection development
- Experience with planning, implementing, and supporting programs and events preferred
- Experience with public libraries preferred
- Experience working with teens/young adults preferred
- Experience as person-in-charge/supervisor preferred
- Some weekend and evening availability is required.
- Applicants must be available for an in-person interview.
- A current Pennsylvania Child Abuse History Clearance, PA State Criminal History, and Federal Criminal background check, requiring fingerprinting

Salary

This position is a permanent, part-time position. Starting salary of \$20.11/hr; MLS degree starting salary of \$27.24/hr. EOE.

How to Apply

Applications are being accepted until the position is filled. Interested individuals should send their cover letter and resume, in PDF format, via email to cnalence@mclinc.org. (Use "Part-Time Librarian Application" in the subject line). Additionally, please email all questions to the same address; no phone calls, please.



Job Description

DEPARTMENT: Upper Dublin Public Library

POSITION: Part-Time Librarian, Public Services

SUMMARY:

The Upper Dublin Township Part-Time Librarian, Public Services provides reference, customer service and technical support, readers' advisory and circulation services within the Upper Dublin Public Library. The position also assists with collection development and programming/events.

SUPERVISION RECEIVED:

Works under the direction of the Head of Adult & Young Adult Services

ESSENTIAL FUNCTIONS:

- Provides library customer service, reference and readers' advisory services. Answers telephone, email, and in-person queries. Assists patrons with locating and using materials.
- Assists public with use of computers and other devices, including phones and tablets. Assists with teaching digital literacy skills to patrons.
- In conjunction with other reference staff, evaluates, selects and/or recommends collection purchases, and maintains and weeds collections.
- Plans, implements and assists with library programming, events, and outreach.
- Provides all circulation services, such as check-in/check-out and registering patrons for library cards. Uses the library ILS and other resources to complete these tasks.
- Acts as Person-In-Charge when needed.
- Respects and upholds the UDPL's mission/vision as well as the values outlined in the ALA Library Bill of Rights and the Freedom to Read and Freedom to View Statements.

NECESSARY OCCUPATIONAL TRAITS:

- **Knowledge:** Knowledge of public library information/reference services. Knowledge of customer service techniques. Knowledge of print and electronic information sources. Broad knowledge of reading habits for all ages and library computer operations. Knowledge of public library services and operations. Knowledge of eBooks and digital media trends. Knowledge of trends and best practices in library programming, planning and implementation is preferred.
- **Skills:** Excellent customer service skills. Expert information seeking skills. Skillfully conducts reference interviews. Accurate and attentive to detail. Excellent Internet and database searching skills. Proficient in navigating the Windows environment. Excellent computer software skills, including Microsoft Office, Outlook and Google platforms. Comfortable performing activities on a variety of devices, including smartphones, tablets, etc. Experience with Overdrive/Libby and Hoopla, eBooks and digital media strongly preferred. Experience with Polaris/LEAP ILS preferred. Experience planning and coordinating programs strongly preferred.
- **Abilities:** Ability to deal with the public cheerfully and enthusiastically. Ability to effectively communicate in person, in writing and on the telephone with a diverse population. Ability to exercise good judgment, courtesy and tact when dealing with the public. Ability to interpret and implement library policy and explain policy to the public. Ability to work closely with others. Ability to understand the functioning of automated library system. Requires stamina and physical capability to move efficiently throughout library and to repeatedly lift, carry and shelf books.

QUALIFICATIONS:

- American Library Association accredited Master's degree in Library Science or any equivalent of experience and training that provides the required knowledge, skills and abilities.
- Experience working with the public in a customer service setting and with libraries.
- Experience using computers, tablets, and other mobile devices.
- Experience providing reference and/or readers' advisory services.

PHYSICAL REQUIREMENTS:

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Employee must have the ability to:

- Sit for 4 to 6 hours, stand for 3 to 5 hours, and move about the department and/or building for 1 to 4 hours a day.
- Bend, stoop, squat, reach above shoulder level, kneel, lift, and push/pull up to 50% of the day for filing and other office procedures.
- Lift and carry items cumulatively weighing between 10 to 30 pounds for up to 50% of the day for filing and office procedures.
- Use both the right and left hand for simple grasping, repetitive actions, and fine manipulation.
- Use both the right and left feet for repetitive movements as in pushing and pulling of legs.
- Endure occasional exposure to marked changes in temperature and humidity as well as exposure to dust, fumes, and gas.

Note: This job description serves as a general overview of the responsibilities and qualifications expected of the Part-Time Librarian, Public Services role at the Upper Dublin Township Public Library. Specific duties may vary and additional tasks may be assigned as per the needs of the department and organization.