

## **WILLIAM JEANES MEMORIAL LIBRARY**

### **Reference Librarian (Permanent, Part-time)**

The William Jeanes Memorial Library is seeking a permanent, part-time Reference Librarians to work evenings and weekends. The primary role of this position is to support the information-seeking patrons of all ages in our Library and online. The successful candidate will be tech savvy and comfortable speaking in front of a group.

This is an excellent opportunity for someone with general library experience looking to move into Reference, or with some Reference experience looking to add Programming and Collection Development experience.

The Library, a 501(c)3 non-profit, is located in suburban Philadelphia, in a small community (Whitemarsh Township), but serves patrons from all over Montgomery County and our neighboring counties. The Library staff adheres to an “Extreme Customer Service” outlook, and was the first library in the county to add auto-renewal to our items, and to make our Children’s books and audiobooks fine free. We are now fine free for the majority of our circulating items.

**Position:** Reference Librarian (MLS) or Assistant Librarian (non-MLS)

**Status:** Part-time, permanent

**Rate:** \$20.00-25.00/hour, depending on experience

**Hours:** Monday and Wednesday night (4:00 – 8:00 pm) each week, 2 Saturdays (9:30 am – 5:00 pm) and 2 Sundays (12:30 – 5:00 pm) per month; average 48 hours a month between September and May. In the summer, the weekend hours are: Saturdays 9:30 – 2:00 pm, closed Sundays. Other Reference shifts available on an as-needed basis. Additional hours available for programming.

**Supervision:** Reports to Adult Services Librarian; has Person-in-Charge status for certain shifts, such as Sundays. *Supervisory experience preferred.*

**Benefits:** Paid Time Off earned annually as per the Personnel Policy for part-time employees

#### **Summary:**

The position will perform information services to the general public. This includes assisting the public with finding library materials, instructing patrons on how to use informational tools and technology, providing reader’s advisory services, and providing reference and research assistance. This position is based at the public Reference Desk, and will include tutoring patrons in computer and device usage when needed, as well as test proctoring. Collection development, programming, and outreach will be added as needed, based on experience.

#### **Job Description:**

The role of the Reference Librarian is to work with patrons to address their daily reference and technology needs in the library, as well as online and by phone. The Reference Librarian, under the supervision of the Adult Services Librarian, will:

- Assist patrons and staff with Reference queries and research, using current, authoritative materials; tracking these queries for monthly statistics; suggest supplemental websites and materials for consideration. *Basic familiarity with the reference interview and authoritative searching is preferred.*
- Assist patrons at the Public Computers with basic tasks related to the use of the library-supported technology: printing, emailing, copying, scanning, attaching documents, conducting searches, formatting documents, etc.
- Assist or train patrons in the use of their personal devices to complete basic set-up, use, and library-related tasks such as accessing e-resources. The Library staff does not provide tech support or diagnose hardware problems, but may direct patrons to useful resources online or in the area.
- Answer general library-related queries by phone or in-person, and provide support to the Circulation Desk staff.
- Apply Library policies to patrons and use of the Library.

- Assist in maintaining the general appearance and function of the library, including the opening and closing tasks as needed.
- Acts as shift supervisor on Sundays and occasional other shifts. This will involve directing experienced staff in their tasks and addressing patron concerns, handling minor safety and clean-up issues, and contact with senior staff if necessary.
- Create promotional and wayfinder materials throughout the library and for use online.
- Set up and take down program spaces, including introducing a program or speaker, and arranging for a room reservation when needed.
- Work with the Library's technology coordinator (MAC) to review, update, support, and replace tech throughout the library as needed. This includes, but is not limited to, hardware swaps like keyboards, mice, and monitors, and updating key materials such as the circulating devices.
- Schedule and, if in possession of an MLS, proctor exams when needed.
- Acquire, weed, and maintain materials in the Adult Collection, using the Library's Collection Policy and other professional standards.
- When possible, create, promote, and run programs of Adult and General interest, including but not limited to book clubs, movies, discussion groups, etc.
- Other duties as assigned.

**Qualifications:**

College degree; MLS from an ALA-accredited institution preferred, or in process

**Preferred Skills/Experience:**

- Customer service and/or library experience--minimum 2 years
- Excellent communication skills
- Program planning
- Supervisory experience

**Essential Functions:**

**Customer Service:** Must be able to communicate clearly and evenly in all situations. Able to work with patrons and staff from a variety of backgrounds and needs.

**Computer Skills:** Able to work a computer, print documents, attach files to emails, and access and send emails.

**Attendance:** Adherence to a regular schedule is assumed.

**Physical Requirements:**

- The physical demands to perform this job are the ability to talk and hear, operate objects or controls, sit, stoop, kneel, reach, crouch, and lift and/or move up to 50 pounds
- Ability to push and pull library book carts weighing 100-300 lbs. and carry up to 15lbs of books across the library
- Ability to stand for a long time in one area
- Hand-eye coordination is necessary to operate computers and office equipment
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus
- Reasonable accommodation may be made to enable individuals with disabilities to perform this position.

**Clearances:**

New employees are required to pass a current Pennsylvania Child Abuse History Clearance, PA State Police Criminal Record Check, and FBI Background check prior to beginning employment. The Library will assist in arranging this and reimburse costs after successful completion. All public library staff are Mandated Child

Abuse Reporters, and this training must be completed prior to starting work. The Library will provide a free log-in, and those hours will be paid.

New employees will be hired with the understanding that the first three months are an orientation period. At the end of three months, the Library Director and/or Supervisor will give the employee a written performance review.

Please send your cover letter, resume, and three references, by email ONLY to: Lisa Clancy, Director, [lclancy@mclinc.org](mailto:lclancy@mclinc.org)

**DEADLINE to apply: April 26, 2024; interviews may be scheduled before then.**