



Medford

Medford City Hall
85 George P. Hassett Drive
Medford, MA 02155
Human Resources, Room 204
HR: 781-475-5640

POSITION: Information/Reference Librarian (Part-Time)

DEPARTMENT: Library

HOURS OF WORK: 15 hours/weekly includes one night a week and one Saturday per month.
Monday- Thursday 9:00 AM – 9:00 PM, Saturday 9 AM – 5 PM.

SALARY: \$18.00 per hour (Non-union – not benefits eligible)

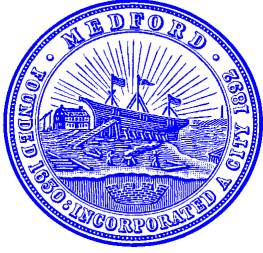
BASIC FUNCTION:

Part-time one night per week and one Saturday per month position services patron at the Information and Reference desks of the Library.

SUPERVISION: Reports to the Assistant Library and Head of Reference.

RESPONSIBILITIES:

- Greets patrons as they enter the building or at the Reference Department.
- Assists patrons with locating materials.
- Answers the telephone.
- Information Desk Duties:
 - Provides directional guidance to patrons.
 - Assists with holds and interlibrary loans.
 - Troubleshoots circulation and interlibrary loan issues with the Circulation Desk staff.
 - Provides information about library and network policies and procedures.
 - Books museum passes.
 - Books meeting room reservations.
- Reference Desk Duties:
 - Assists patrons with reference and research inquiries.
 - Assists patrons with public access computers and other equipment.
 - Assists patrons with locating materials.
 - Assists patrons with local history research.
 - Assists patrons with electronic resources.
 - Assists patrons with holds and interlibrary loans.
 - Provides information about library and network policies and procedures.



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- Performs other related duties as required.

EDUCATION & EXPERIENCE:

Master of Library Science degree or degree in progress from an ALA accredited college or university. Library or customer service experience required.

KNOWLEDGE, SKILLS & ABILITIES:

Knowledge: Some knowledge of clerical practices and basic library materials.

Skills: Some skill in typing and the ability to do data entry.

Abilities: Ability to communicate effectively and courteously. Ability to work well with a diverse general public. Ability to understand and follow written and oral instructions.

PHYSICAL REQUIREMENT:

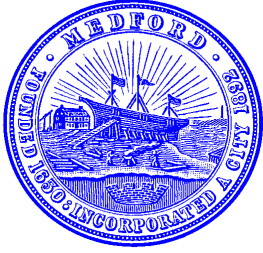
Work may include sitting or standing at a counter for extended periods of time. The employee may be required to move full and empty book carts, shelve and retrieve library materials and office supplies from high and low settings. Employee is frequently required to bend, reach, and move throughout the library. The employee must occasionally lift and/or move up to 40 pounds. Sufficient vision or other powers of observation are essential to permit the employee to read, sort and shelve library materials and maintain patron and cataloging records.

WORK ENVIRONMENT:

Work is performed in a busy library environment with frequent interruptions. The noise level in the work environment is usually low to moderate.

**ADDRESS ALL COVER LETTERS AND RESUMES TO
Human Resources Department
City of Medford – Room 204
85 George P. Hassett Drive
Medford, MA 02155**

**Or send cover letter and resume with the job title in the subject line to
jobs@medford-ma.gov**



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For the posting please visit the City of Medford's website – www.medfordma.org

The City of Medford is an Equal Opportunity Employer. All applications will receive equal consideration regardless of disability, race, color, religion, creed, gender, sexual orientation, veteran status, and any other protected class status, in accordance with applicable. Residents of the City of Medford, Women, People of Color, Veterans and Persons with Disabilities are encouraged to apply.