

Medford

Medford City Hall
85 George P. Hassett Drive
Human Resources Department, Room 204
HR: 781-475-5640 - Fax: 781-393-9489

<u>POSITION:</u>	<u>Technology/Reference Librarian</u>	#J2024 – 0020 Posted 12/10/24
<u>DEPARTMENT:</u>	Library 610	Posting Removal: 12/27/24
<u>HOURS OF WORK:</u>	35 hours, one night per week, an average of one Saturday per month	
<u>SALARY:</u>	(Union) L- 4(M), \$59,557.30/Annually	

BASIC FUNCTION:

Position Summary: Maintains all public and staff computers, networks, and other technology for the library. Provides technical support and training to both staff and patrons of the Medford Public Library. Serves as liaison to the IT support vendor and city tech support.

KEY RESPONSIBILITIES: ([See Full Job Description](#))

Essential functions:

- Updates and maintains all library computer software and hardware.
- Serves as local area network manager.
- Develops and plans for the Library's current and future technological needs.
- Staffs the Reference and Information desks as necessary to meet scheduling demands.

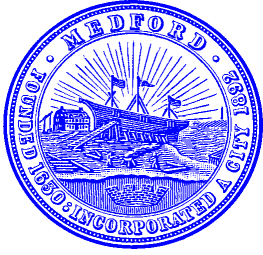
Supervision: Works under the direction of the Library Director.

Duties and Responsibilities:

- Provides support for public and staff computers and other peripheral equipment, troubleshoots, and solves software and hardware problems.
- Serves as local area network manager; troubleshoots network issues.
- Serves as liaison to the IT support vendor and city tech support.
- Serves as the technology liaison to the Minuteman Library Network, and keeps staff and administration updated on network developments and issues.
- Maintains and troubleshoots key card reader system.
- Repairs equipment when possible.

Reference Desk work includes:

- Greeting patrons as they enter the Reference Department.
- Assists patrons with reference and research inquiries.
- Assist patrons with public access to computers and other equipment use.
- Assists patrons with locating materials.
- Assists patrons with local history research.
- Assists patrons with electronic resources, streaming platforms, and devices.
- Assist patrons with holds and interlibrary loans.



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EDUCATIONAL / EXPERIENCE REQUIREMENTS:

Minimum Qualifications:

- Master of Library Science degree from an ALA-accredited college or university.
- A strong background in computers/technology
- Applicants must have prior experience working in a Library setting.

Knowledge:

Basic knowledge of library operations and technology used in library settings.

Skills:

Strong communication skills both orally and in writing. Interpersonal skills appropriate to interaction with patrons during various library services and operations.

Abilities:

Ability to interact in a positive and effective manner with staff and the public. Ability to work independently. Ability to execute oral and written instructions in a precise manner. Ability to manage multiple tasks in a prompt, efficient manner.

Special working conditions

Work is performed in a library environment while sitting at a desk or computer terminal or while standing at a counter for extended periods of time. The employee may be required to move, shelve and retrieve library materials and office supplies from high and low settings. Physical exertion will be required to move full and empty book carts. Sufficient vision or other powers of observation are essential to permit the employee to read, sort and shelve library materials, use computers, and maintain patron and cataloging records.

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

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

The City of Medford is an Equal Opportunity/Affirmative Action/504 Employer Residents of the City of Medford, Women, People of Color, Veterans and Persons with Disabilities are encouraged to apply.