

# Medford

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

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<b><u>POSITION:</u></b>	<b><u>Information/Reference Librarian</u></b>	<b>#J2025 – 0010 Posted 1/24/25</b>
<b><u>DEPARTMENT:</u></b>	Library 610	<b>Posting Removal: 2/7/25</b>
<b><u>HOURS OF WORK:</u></b>	Part-Time 19 hours, Schedule TBD upon hire, one night shift per week, an average of one Saturday per month	
<b><u>SALARY:</u></b>	<b>(Non-Union) \$19/hour, No Benefits</b>	

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## **BASIC FUNCTION:**

Position Summary: Assists patron at the Information and Reference desks of the Library.

**Supervision:** Reports to the Assistant Library and Head of Reference.

## **KEY RESPONSIBILITIES:**

### **Duties and 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.

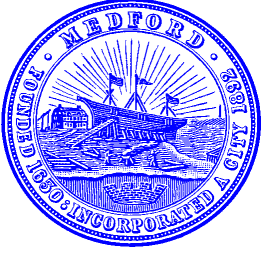
### **Reference Desk Duties**

- 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.
- Performs other related duties as required.

## **EDUCATIONAL / EXPERIENCE REQUIREMENTS:**

### **Minimum Qualifications:**

- Master of Library Science degree from an ALA-accredited college or university.
- Applicants must have prior experience working in a Library setting.
- Good position for a Library Science student looking for hands-on experience.



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**Knowledge:**

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

**Skills:**

Strong communication skills both orally and in writing. The ability to do data entry.

**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](mailto:jobs@medford-ma.gov)

For the posting, please visit the City of Medford's website – [www.medfordma.org](http://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.**