



Job Opportunity- REFERENCE DEPARTMENT

Job Classification: Associate II/ Librarian I \$13.02/\$17.09 per hour
40hrs per week; includes evening and weekend hours.

MINIMUM QUALIFICATIONS:

Associate II: Bachelor's Degree; must be willing to complete ALA accredited program within 3 years.

Librarian I: ALA accredited MLIS required.

Ability to: read and write effectively, and communicate in both written and oral form; work extensively with electronic resources, social media, outreach and programming for adults. The successful candidate must be able to meet and serve the public in a positive and pleasant manner, have an interest in books, media and software and possess basic acquisition, circulation, technological, statistical and inventory skills. A strong commitment to excellent customer service is required. An individual who may pose a direct threat to the health and/or safety of him/herself, staff, trustees, or the public in the work place will be considered not qualified for this position.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of library practices and procedures; ability to communicate effectively (oral & written). Must be able to work efficiently and effectively with the library's computer resources. Use training to implement various programs prescribed by Head of Reference Services. Ability to foster and encourage library use for all ages.

RESPONSIBILITIES:

Under general supervision of Head of Reference Services, conducts general reference work, participates in selection of adult items in a variety of formats including collection maintenance, prepares bibliographies and promotional materials, maintains files, and performs various administrative duties. Exercises moderate judgment in work, within established policies and regulations. Works with minimum supervision.

TYPICAL DUTIES:

- Performs in-depth reference services and assists patrons in locating appropriate library materials.
- Works closely with researchers, students, and community organizations providing recreational, education and business material.
- Represents the library to community, media and professional organizations.
- Instructs and assists in the use of public catalogs, computers, indices and online resources.
- Organizes and supervises maintenance of special files.
- Prepares bibliographies, book lists and computer aides.
- Implements library policies and collects library statistics.
- Participates in professional, cooperative, and community organizations.
- Assists in the selection and classification of materials.
- Maintains current knowledge of available sources of information and public demand for reading materials.
- Alerts supervisor to problems encountered in routines of work.
- Works knowledgeably with bibliographic information for all forms of library media.
- Ability to provide excellent customer service.
- Performs other related duties as required.

Please send cover letter and resume to Dani Hollar, Head of Reference Services, at hollard@limalibrary.com

Posted: October 17, 2018

Deadline: October 31, 2018