Chelsea District Library
Position Description

Position Title: Reference Librarian
Reports To: Head of Information Services
Hours: 22 hours/week, including weekdays, evenings and weekends
Classification: Part-time, hourly, non-exempt
Wage Range: $17.53- $23.18

Purpose and Scope:
Librarians provide reference, instructional, and reader's advisory services to Chelsea District Library patrons of all ages, as well as handle collection development responsibilities.

Specific Duties:
1. Assist patrons on site, by telephone, or via the Internet finding the information they seek, using all formats, including print, multimedia and digital resources, and accessing it through traditional tools as well as databases, computers and mobile devices.
2. Create bibliographies, user guides, displays, promotional materials to spotlight adult collections, services, and programs.
3. Participate in collection development and programming as assigned.
4. Participate in continuing education opportunities.
5. Attend and participate in staff meetings.
6. May oversee library operations in absence of supervisory staff.
7. Assist at check-out desk if necessary.
8. Other duties as assigned.

Qualifications Required:
1. Master's degree in library or information science from an ALA-Accredited school.
2. Demonstrated proficiency with PC and Internet applications, mobile devices, and library and online resources.
3. Knowledge of collection development and reference resources.
4. Enthusiastic customer service skills and positive, proactive public service orientation.
5. Experience providing reference services in a public library setting.
6. Strong interpersonal communication skills and a demonstrated ability to work with colleagues, library users, and vendors in a professional and courteous manner.
7. Ability to handle confidential and sensitive information in an appropriate and secure manner.
8. Ability to organize work under minimal supervision.

Qualifications Preferred:
1. Experience using an automated ILS.
2. Willingness to explore and adopt new technologies.
3. Library experience at the professional level.