
Library - Reference Librarian

**City of Marlborough
POSITION AVAILABLE
Library
Reference Librarian - PT**

AA#17-27

Summary of Duties:

Staff Reference desk and assist the public in the use of reference materials, the catalog, public computers, microfilm, Internet, word processing, and online databases; assist in the promotion of reference service to the public through the development of workshops, promotional materials, website links and other resources; includes collection development responsibilities; perform other related library duties as required. Provide backup support at the Circulation desk as needed.

Qualifications:

ALA-accredited Masters Degree in Library Science required; 1+ years of current reference experience in a public library and knowledge of C/WMARS network strongly preferred; strong knowledge of reference resources, including databases, reference websites and e-books and related devices; ability to problem solve and both work independently and as part of the Reference team. Strong customer service orientation, flexibility, and good sense of humor are essential.

Salary: Step salary from \$21.71 - \$24.45

Hours: 19.5 hours per week. Mon, Wed, Thurs: 9:00am-1:00pm; Tues: 9:00am-12:30pm; Sun: 1:00pm-5:00pm; and Sat in rotation.

Please forward cover letter and resume to:

Human Resources Director

City of Marlborough

140 Main Street

Marlborough, MA~ 01752

humanresources@marlborough-ma.gov

Position:	<input type="checkbox"/> Union	<input checked="" type="checkbox"/> Non-Union	<input type="checkbox"/> Contract
Class:	<input type="checkbox"/> Full-Time	<input checked="" type="checkbox"/> Part-Time	<input type="checkbox"/> Intermittent
	<input type="checkbox"/> Provisional	<input checked="" type="checkbox"/> Permanent	<input type="checkbox"/> Temporary