

CITY OF MARLBOROUGH

Marlborough, MA 01752

PUBLIC LIBRARY PROGRAMMING AND OUTREACH LIBRARIAN

Posting Number: AA#24-09	Date Posted: March 8, 2024
Weekly Hours: 40 Hours/Week	FLSA: Exempt
Hiring Rate: \$25.89 - \$26.41 hourly rate	Bargaining Unit: Non-Union
Step Rate: \$25.89 - \$29.74 hourly rate	Location: 35 W Main St, Marlborough

The City of Marlborough is seeking to fill the full-time (40 hours a week) position of Programming and Outreach Librarian.

Under the supervision of the Head of Adult Services and Technology, provides a variety of programming and informational services for the public with a focus on adults. Actively promotes and provides exemplary customer services and outreach services in a vibrant, multi-cultural community.

Specific Duties include:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Promotes and provides exemplary customer service to patrons and staff at 1st floor Information Desk. Provides positive and proactive reference and information services for patrons, using a variety of resources in both print and electronic formats. Plans and executes active and passive programming for adults. Including but not limited to: speaker series, ELL programming, maker programs, art exhibits, staff led book clubs and summer reading. Responsible for the marketing and outcomes of programming for adults following the branding guidelines set by the library. Promotes library services outside the library through community outreach initiatives. Including but not limited to: home delivery, attending community events, local book clubs, and partnering with city organizations. Assists with the Library's website, social media, email newsletter, and other platforms. Assists with collection management for the adult collection, which includes selecting materials and maintaining the collection with weeding and shelf reading. Promotes, advises and assists patrons in selecting, locating, and utilizing library resources. Instructs the public in the use of the library catalog, digital resources, and technology. Provides reader's advisory services for adults. Assists with the Local History collection and related services. Including but not limited to: microfilm access, local history collection, and partnerships with local organizations. Stays abreast of current library trends in relation to programming and outreach services. Troubleshoots public and staff computers and other library technology. Explains library policies and procedures. Other duties as directed or assigned.

Education, Training, and Experience:

Master's in library science from an accredited program. 1 year of public library experience.

For a complete job description, [Programming and Outreach Librarian](#)

Please forward cover letter and resume to:

Human Resources Department
hrjobs@marlborough-ma.gov

Deadline for applicants: **Open Until Filled**