



Part-time Reference Librarian

Description:

The Goodnow Library in Sudbury is seeking an enthusiastic, part-time (10 hours per week, including alternate Sundays) Reference Librarian with the interest and ability to translate the needs and interests of the community's adults into effective library services and programs.

Duties:

Under the supervision of the Head of Reference, the Reference Librarian will be responsible for the following:

- Assisting patrons in accessing library resources in multiple formats
- Responding to reference, research/homework and reader's advisory requests
- Participating in collection development, including creating book display and lists
- Functioning as a Passport Acceptance Agent

Qualifications:

Master's Degree in Library Science from an ALA-accredited college or university, and at least 2 years' public library experience

- Knowledge of and experience with library materials, services and programs
- Dedication to providing quality customer service
- Highly collaborative team player as well as a strong individual contributor
- Excellent problem-solving skills and decision making skills
- Must be able to work with minimal supervision and exercise sound judgment
- Ability to work flexible scheduling
- Enthusiastic and flexible in trying new approaches
- Knowledge of standard technologies, online resources and office software
- Ability to learn and apply latest trends in technology and library services

This position is 10 hours per week, which includes one evening and alternate Sundays.

A CORI will be required for the successful candidate.

Salary: \$24.23/hr. to start. The Town of Sudbury is an affirmative action/equal opportunity employer. Women, minorities, veterans, and persons with disabilities are encouraged to apply.

Closing Date: September 8, 2020.

Send: Please submit your resume and cover letter to: Joanne Lee, jlee@minilib.net.