



## **Reference and Local History Librarian**

The Goodnow Library is looking for dedicated and enthusiastic candidates to join their reference team as the Reference and Local History Librarian. Under the guidance of the Head of Reference Services, this important role is designed to deliver exceptional reference and informational services to our valued library patrons, while also enthusiastically working with the library's local history collection.

The Reference and Local History Librarian provides assistance in locating information via all print and electronic resources in person and on the telephone. Assists patrons in troubleshooting personal computers, library computers and various other types of electronic equipment. Responds to patron's questions and concerns. Interprets and enforces library policies. Directs patrons to other departments and institutions as appropriate. This position also assists in developing library programs and events and represents the library in various groups and organizations.

As Local History librarian, this position provides a variety of professional tasks, including collection development, organization, digitization, and preservation of local history materials. Ensures accessibility of archived materials to the public and provides research assistance on genealogical and local history queries. Establishes and maintains relationships with town departments and local organizations for the purpose of promoting local history resources and programs and encouraging community partnerships.

The ideal candidate will be able to work independently, set priorities and manage multiple projects.

Qualifications include: Master's Degree in Library Science (Archive Management concentration desirable), at least 2 years of library or archival experience, superior computer skills, thorough knowledge of the principles and practices of library work; ability to work with library staff and a diverse general public in a tactful and courteous manner; ability to perform under pressure, excellent communication, customer service and instructional skills.

Starting salary range for this position (35 hours/week) is \$48,145 - \$54,018 DOQ, (top step in range to \$63,323).

Please Submit Cover Letter & Resume in one PDF file to: Sharon Russo, Office Supervisor via email: [russos@sudbury.ma.us](mailto:russos@sudbury.ma.us)

The Town of Sudbury is an affirmative action/equal opportunity employer.

This position is full time (35 hours/week), which includes evenings and weekends. A CORI will be required for the successful candidate.