



**NOTICE OF VACANCY
December 28, 2017**

POSITION: Information and Research Librarian L-10

DEPARTMENT: Library

SALARY: \$ 23.59 - \$32.20/hour

HOURS: 20 hours/week; one night per week, alternating Fridays and Saturdays

Organizational Scope:

- May perform duties at the Main Library or Branch Library as necessary.
- Nights and weekend hours may be required at the discretion of the Director.
- Works under the direction of the Supervisor of Information and Research Services, the Branch Librarian, and the Assistant Director and Director.
- Greets patrons warmly and maintains a positive, flexible attitude and enthusiasm for service in all aspects of work.

Major Responsibilities: Provides positive public service. Provides expert guidance, using print and electronic sources, to patrons requesting information, thereby promoting increased use of library resources. Communicates Library services and policies to patrons where appropriate. May have primary responsibility to troubleshoot and update both the public and Reference Staff PCs as needed. Processes Interlibrary loans. Provides tours and instructional sessions. Trains staff in use of automated and other sources. Develops written instructions for electronic and other sources. Develops booklists and other bibliographic aids. Stays current with developing technology as related to Reference services and public interest. Recommends materials for addition to the Reference collection. Works with Reference staff and Instructional Programming Librarian to support and facilitate the "Library of Things," a collection of non-book items. May have primary responsibility for selection and maintenance of the library's local history and genealogical, or other specialized collections. May participate in outreach activities. May prepare and lead book discussions. May be responsible for troubleshooting Library equipment. May participate in Minuteman Library Network or other committees. May be in charge of the Main Library evenings and weekends on a regular basis. Performs other tasks as required. Updates, retrieves, and interprets data in the library's system.

Job Qualifications:

- Master's Degree in Library Science
- 1 year public service experience, library experience preferred
- Experience with databases and electronic library services, including work in reference
- Strong organizational skills; strong public service orientation and skills
- Ability to work under pressure
- Computer skills
- Familiarity with collection development, specialized reference subject areas, and/or electronic sources
- Tact, diplomacy, flexibility
- Familiarity with Spanish or Portuguese desirable

Physical Requirements: Must be capable of operating miscellaneous tools and office equipment relative to this position which shall include, but may not be limited to: computers, copiers, fax

machines and calculators. Ability to move around the facility, walking, sitting, bending, climbing, kneeling, carrying and stooping; Ability to use hand and finger motion with enough manual dexterity to use computers and handle library items; Lift up to 25 pounds, or greater with assistance; and perform other efforts as identified with normal library work. Communicate effectively with others, orally and in writing.

Work Environment: Work is performed primarily in an office environment with normal office noise and traffic.

Please visit our website:

<https://ess.framinghamma.gov/MSS/employmentopportunities/default.aspx>

The Town of Framingham is an Affirmative Action Equal Opportunity Employer.