



**TOWN OF FRAMINGHAM
MASSACHUSETTS**

**RFP#16-24
September 4, 2015**

**NOTICE OF VACANCY
September 4, 2015**

POSITION: Substitute Reference Librarian - L-9

DEPARTMENT: Library

SALARY: \$20.87 – \$26.53 per hour

HOURS: Hours vary – Weekdays, Evenings and some Weekends.

Organizational Scope:

Works under the direction of the Supervisor of Reference Services. Frequent contact with the public and other Library and Town employees requires the exercise of tact, diplomacy and flexibility.

Major Responsibilities:

Provides positive public service. Provides expert guidance, using print and automated sources, to patrons requesting information, thereby promoting increased use of library resources. Responsible for keeping current with developing technology as related to reference services. Recommends materials for addition to the reference collection. May participate in outreach activities. May prepare and lead book discussions. Performs other tasks as required. Updates, retrieves, and interprets data in the library's automated system.

Job Qualifications:

Masters Degree in Library Science. One year public service experience, Library experience preferred. Strong organizational skills; strong public service orientation and skills. Must have the ability to work under pressure, have strong computer skills, and have a working knowledge of reference sources in print or electronic format. Tact, diplomacy, flexibility are a must. Familiarity with Spanish or Portuguese languages 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 40 pounds, or greater with assistance; and perform other efforts as identified with normal library work. Communicate effectively with others, orally and in writing.

Please visit our website:

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

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

