



Job Title	Reference Librarian; Children's Department
Department	Free Public Library
Employment Status	Part-time
FLSA Status	Non-exempt
Classification	Schedule C

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

- Provide support at the Children's Reference Desk
- Supply the patrons of the Needham Free Public Library with accurate and reliable information about a wide range of topics with consideration to the Library's overall goals of equity and inclusion.
- Advise and assist individuals in selecting, locating, and utilizing library materials
- Answer reference questions and provide reader's advisory
- Assist patrons with using library catalog, computers, Chromebooks, STEM materials and other technology
- Create booklists and book displays
- Help with book processing

Other Job Functions

- Performs related duties as assigned.
- Follow safe work practices.

Requirements of Work

To be considered for the position, applicants must have at least:

- Master's Degree in Library Science (MLS), or currently enrolled in an MLS program with a concentration in Children's Services
- Familiarity with automated library systems
- Ability to perform detailed work accurately and efficiently
- Capability to adapt to new technologies as required
- Ability to interact effectively and tactfully with the general public, especially children and their caretakers
- Experience working with children and/or public library experience a plus

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer