



Job Title	Reference Librarian
Department	Public Library
Employment Status	Part-Time
FLSA Status	Non-exempt

Scope of Work

Under the general supervision of the Reference Supervisor, the Reference Librarian performs a variety of activities as an information source to the community.

Supervision

Received	Library Reference Supervisor
Exercised	None

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.

- Advise and assist individuals or groups in selecting, locating, and utilizing resource materials. Provide answers to patrons' questions, both ready reference or in greater bibliographic depth, as required.
- Assist the Reference Supervisor in coordinating and implementing activities to ensure effective and efficient research, information, and reader's advisory service; and with annual reference area inventory.
- Instruct the public in the use of microfilm reader/printer and microfiche reader machines, public computers, library apps, Community Room technology, as well as the library catalog, and library databases.
- Recommend titles for reference department purchase.
- Compose publicity on adult programs for advertising purposes; may assist in maintenance and use of the library's presence on other social media; review and update Library brochure periodically.
- Serve as a member of the Library Display Committee and other committees as needed.
- Monitor use of the library space in accordance with library policies; assume responsibility for the Reference Area in the absence of the Reference Supervisor; assist on library opening and closing procedures.
- Answer inquiries regarding library procedures, functions, upcoming events, and services.
- Attend professional meetings and assist with reference projects as needed.

	Other Job Functions
	• Performs related duties as assigned. • Follow safe work practices.
	Requirements of Work
	• Position requires a master's degree in library science. Degree candidate with successful completion of Reference coursework with library experience considered. • One to three years in professional reference service.

Knowledge, Ability, and Skills

In addition to the requirements of work, the individual should also have the following knowledge, ability, and skill:

Knowledge of	• Working knowledge of library procedures and best practices.
Ability to	• Establish own work plan and priorities to assure timely completion of work in conformance with established Library policies and practices. Refer difficult reference questions and approval for reference book purchases to the Reference Supervisor. • Ability to adapt and apply new technologies as required. • Troubleshoot problems related to library equipment such as printers, scanners, workstations and copiers.
Skills	• Ability to effectively communicate verbally and in writing. • Providing superior customer service. • Ability to work independently and to maintain effective working relationships with co-workers and community groups. • Strong general computer skills, including software (email, office applications such as word processing, spreadsheets, etc.), social media and using a library automated system.

	Necessary Special Requirements
	• None.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Normal office environment with high public traffic volume, not subject to extremes in temperature, noise, odors, etc.

- Frequent interruptions to assist citizens.
- May spend extended periods at terminal, on telephone, or operating other office machines, requiring eye-hand coordination and finger dexterity.
- Regular lifting and carrying of files, documents, records, etc. up to and including 50 pounds.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer