



Easton Area Public Library Job Description
Job Title: Part-Time Reference Librarian
Location: Main Library - 515 Church Street, Easton, PA 18042
Department: Reference & Information
Reports to: Adult Services Coordinator
Salary Range: \$20 - \$25 / hour
<p>To Apply: Application available at eastonpl.org/EmploymentAtEapl.html</p> <p>Please send application, cover letter, and resume by email to: Sara Lauren Purifoy, MLIS (she/her) Coordinator of Adult Services sarap@eastonpl.org</p> <p style="text-align: right;"><i>Application Deadline: Monday, May 1, 2023</i></p>
Job Summary
<p>The Part-Time Reference Librarian provides a wide range of Library services under the direction of the Adult Services Coordinator. This position requires evenings and two Saturdays a month. Primary responsibilities include providing point-of-use reference, research assistance, basic technology help, readers advisory, and proctoring services; creating informational materials in diverse formats; and assisting in collection management projects. The ideal candidate is personable and friendly, enjoys being part of a team, working with the community, and has a passion for public library work. Must be able to bend, reach, lift, stoop, and push a book truck. Must possess the manual dexterity and hand eye coordination to operate a computer. Must be able to communicate with the public and speak clearly.</p>
Duties & Tasks
<ul style="list-style-type: none"> ● Provide direct research and reference services utilizing a broad range of print and online resources by phone, email, and in person ● Assist patrons in selection of reading material through knowledge of the collection, current literature, and readers' advisory resources. ● Assist patrons in the use of the automated catalog and other electronic library resources including databases ● Provide basic technical assistance at both the public computers and with personal patron devices. ● Conduct one-on-one technology assistance appointments ● Assist researchers with genealogy research and local history queries in the Henry F. Marx Local History Room as needed.

- Participate in developing and running Library programs and events for teenagers and adults.
- Assist in maintaining and developing the library's collection including print and electronic resources
- Design and develop informational resources
- Proctor exams
- Assume responsibility as Librarian in Charge on evenings and weekends.
- Completes additional duties as assigned

Qualifications & Skills

- One (1) to Three (3) years library experience
- Knowledge of the professional methods of library science
- Knowledge of electronic and print reference and information resources
- Ability to interpret library resources and services for the general community
- Proficient technical skills with working knowledge of Google Workplace & Microsoft Office with the ability to assist patrons with basic computer and technological functions
- Ability to communicate effectively both orally and in writing
- Ability to establish and maintain a welcoming team environment and effective working relationships with others
- Excellent organizational, communication and interpersonal skills
- Flexibility and resourcefulness
- Ability to work independently under general supervision

Required Education

Master's degree in Library and/or Information Science from an ALA-Accredited school

Organizational Capabilities

Job Knowledge: understands job procedures and methods; ability to acquire necessary skills; expertness in completion of assigned tasks

Quality and Compliance: achieves a standard of excellence with work processes and outcomes; honors Library policies

Collegiality: helpful, respectful, approachable and team oriented; builds strong working relationships within and among departments; supports a positive work environment

Communication: balance in listening and talking; speaks and writes clearly and accurately; keeps others informed in a timely manner

Efficiency: plans ahead; manages time well, including punctuality; creative and innovative; thinks of better ways to do things

Initiative: takes ownership of work; does what is needed without being asked; follow through

Community Focus: strives for high patron satisfaction in all interactions

Coach-ability: receptive to feedback; willingness to learn; embraces continuous development