

Reference Librarian (Part-Time)

The E.C. Scranton Memorial Library in Madison, CT is a newly-renovated and state-of-the-art library. We are seeking a friendly, customer service-oriented, collaborative, and flexible individual to join our Adult Services/Reference team.

The successful candidate for this position will have outstanding customer service skills, strong communication and interpersonal skills, enthusiasm for technology, and the ability to work collaboratively. Flexibility and the ability to thrive in a constantly evolving work environment is also essential.

Essential Job Duties:

- Provides exemplary customer service to the public in person and over the phone.
- Assists patrons to find library materials and to access library and community services.
- Assists patrons with computers, printers, online databases, equipment, and internet searching.
- Troubleshoots technology equipment when necessary.
- Ensures that the Library Code of Conduct and other policies are applied fairly and equitably.
- Assist other library departments when needed.
- Provide excellent Reader's Advisory services.
- Other duties as assigned.

Qualifications:

- Master's degree in library science from an ALA-accredited institution (students nearing completion encouraged to apply) and 1-2 years of experience working in a public library.
- Proven track record of providing outstanding customer service to a wide range of ages and abilities.
- Proficiency in wide variety of software and hardware, including MS Word, Excel, PowerPoint, PC and Apple platforms, electronic resources, library automation systems, social media, and Google apps.
- Experience with Sierra and Envisionware, preferred.

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 position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Duties require moving throughout the building to access collections, lead programs and meetings, and operate office equipment.
- Duties require ability to express and exchange ideas by means of the spoken word and to perceive the nature of sounds at normal speaking levels, with or without correction.
- Duties require close visual acuity for extensive reading and viewing a computer terminal.
- Duties require extended periods of standing, walking, and sitting.
- Duties require occasional periods of pulling/pushing items, lifting/carrying items up to twenty pounds, bending, stooping, and fine manipulation skills.

Hours: 4 – 12 hours a week, which may include evenings and Saturdays on a rotating basis.

Benefits & Compensation:

- \$28/per hour.

Reports to: Head of Reference

Hours: Part-time non-exempt/hourly

To apply: Send a meaningful cover letter, resume, and contact information for three references to: scrantonlibraryhr@scrantonlibrary.org on or before December 29, 2023.

Disclaimer: *Nothing in this job description restricts the E.C. Scranton Memorial Library's right to assign or reassign duties and responsibilities to this job at any time. This description reflects the E.C. Scranton Memorial Library's assignment of essential functions, it does not proscribe or restrict the tasks that may be assigned. This job description is subject to change at any time.*

The E.C. Scranton Memorial Library is an equal opportunity employer and does not discriminate as to age, race, color, creed, marital status, national origin, sexual orientation, disability, or other protected status under state and federal laws.