

Librarian I - Substitute (Sundays)		Job Description	
Direct Report	Head of Public Services	Grade	F \$27.65 – \$29.35 per hour (Sunday rate: x1.5 rate of pay) expected hiring range
Department	Library	FLSA	Non-exempt
Division	Public Services	Bargaining Unit	Non- Union
Date	August 2019	Location	Library

Summary

Performs a variety of professional work related to the conception, planning, and implementation of library services and the direct delivery of services to the public.

Essential Functions

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

1. Provides information and assistance to library patrons, in person or by phone, online, mail, or fax. Uses professional skills and applies the principles of library science. Performs general reference and public service desk work, providing research, reader advisory assistance, information assistance, and customer service.
2. Maintains knowledge adult literature, periodicals, a-v materials, websites, and electronic media, as well as familiarity with youth services materials.
3. Advises customers in choosing library materials in all formats, age levels, reading levels, and subject areas.
4. Assists in the location and evaluation of information resources in all formats, age levels, and subject areas.
5. Instructs customers in the use of library materials, equipment, and electronic resources.
6. Conducts bibliographic instruction and information and technology literacy classes and workshops.
7. Provides interlibrary loan services.
8. Gives tours of the library.
9. Cooperates as a team member in performing any duty necessary to provide library services.
10. Proactively stays aware of changing information resources and critically evaluates them for accuracy.

Minimum Qualifications

1. Graduation from an accredited college or university with a Bachelor's Degree in any subject and a Master's Degree in Library and Information Science is preferred. Candidates in a Master's Degree in Library and Information Science program will be considered; and
2. One to two years of non-professional library experience; or
3. Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

Applicant should be able to meet the requirements of the position as outlined in the attached Position Descriptions for Substitute Librarian I. Applicant should state education, training and experience which he/she feels has provided him/her with the required knowledge, skills and abilities to perform the duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Applications will be accepted in the Human Resources Office, 16 Lowell Street, Reading, MA 01867 and online at www.readingma.gov until filled.

A full Job Description is available upon request
 Judith Perkins
 Human Resources Director
 The Town of Reading is an Equal Opportunity Employer

August 7, 2019

Job Posting
