

Town of Avon

Title: Reference Librarian
Department: Library

Revised: June 2022

Position Definition: The Reference Librarian serves to connect the community to ideas, information, emerging technologies, culture and each other by using the library's collections, electronic resources and public space. The Librarian provides reference assistance, technological instruction, varied programs and works to promote readership in the library community.

Supervision Received: Works under the general direction of the Reference and Adult Services Manager who assigns areas of responsibilities, outlines policy and procedures, provides guidance as necessary, and evaluates work in terms of accuracy and effectiveness. Works with independence in assigned areas. Makes regular reports to the Reference and Adult Services Manager.

Supervision Exercised: Provides general supervision to Library Technical Assistants, Library Specialists, Library Assistants, Library Pages and volunteers.

Examples of Essential Job Duties:

Reference Assistance—Communicates with the public to help select and evaluate all library materials. Interviews patrons to determine the scope of information needs and recommends appropriate resources to answer their needs. Compiles statistics for reports.

Content Development—Participates in the development and maintenance of the library collections. Evaluates for balance and comprehensiveness; reviews professional publications and other sources for selection of materials: books, periodicals, e-books and other library materials. Interacts with staff and public to consider the interests of the community. Creates displays to promote the collections. Participates in weeding the collection periodically.

Participates in the development, evaluation and maintenance of the reference collection and electronic databases and assists the Reference and Adult Services Manager in the selection process. Provides recommendations to the Reference and Adult Manager for department budget and may assume responsibility for monitoring budget items.

Computer Technology—Performs basic searches and instructs the public, individually or in small groups, in the use of the library online catalogs, the Internet, electronic databases, computers, software and equipment. Further assists patrons by troubleshooting search and equipment problems and demonstrating resolutions to common difficulties. Maintains current knowledge of library and emerging technologies. Create reports, statistics, publicity materials and presentations.

Programs and Services—Plans, publicizes and executes library programs for the community as assigned. Assists patrons in the use of genealogical resources and local history materials and in giving book talks or leading book discussion groups. Lead tours to acquaint the public and local organizations with the library resources. Coordinates outreach and volunteer programs for library within the community. Edits and contributes to library publications, including grant applications. Contributes content for the library website and social media.

Examples of Incidental Job Duties: Participates in regional, state, and national professional library and public administration organizations, at meetings or conferences, to assure a continuing awareness of programs and opportunities available to the Town and the library.

Performs related duties as assigned.

Performs services in all Library units as needed. May assist with circulation duties, including charging and discharging library materials.

Physical, Mental Exertion/Environmental Conditions: Works in office setting and open area subject to continuous interruptions and background noise. Includes exposure to computer screens on a daily basis. May be required to lift and move light to medium weights, for example, books, audio visual equipment, office supplies, etc. Must be able to bend, stoop, stand and reach, climb and kneel on a daily basis. Vision abilities required include close, distance, color and peripheral vision necessary to operate computers and office equipment. Must be able to work under stress from demanding deadlines and changing priorities and conditions. There is frequent interaction with library patrons, which may cause stress.

Knowledge, Skills and Abilities: Ability to work effectively with the public and other staff members. Must have considerable knowledge of computer applications, Internet, social networking media, e-books and electronic resources related to the library. A strong working knowledge of library cataloging and familiarity with the Dewey Classification System, MARC and AACR2 cataloging is required. The ability to apply the principles of library science solve practical problems is required. Must be able to carry out instructions furnished in written or oral form. Must possess the interpersonal and communication skills to effectively represent the Library to the community.

Minimum Qualifications Required: Master's Degree in Library Science and two years of experience in library work. Working knowledge of library principles and practices. Knowledge of computer applications, Internet, social networking media, e-books and electronic resources related to the library.

License or Certificate: Valid Driver's License.

Note: The above tasks and responsibilities are illustrative only. It is not meant to be all inclusive of every task and responsibility. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.