



Joseph C. Sullivan, Mayor

BRAINTREE HUMAN RESOURCES DEPARTMENT

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JOB POSTING

JOB TITLE: Sunday Reference Librarian Substitute

LOCATION: Thayer Public Library

DATE AVAILABLE: February 20, 2016

SALARY: \$28.05 hr.

DESCRIPTION:

Thayer Public Library seeks an energetic substitute to work Sunday hours starting February 14, 2016-April 24, 2016 to provide outstanding customer service to its patrons.

QUALIFICATIONS: Master's Degree in Library Science, with in-depth knowledge of online resources; plus two years' professional experience in public library service.

Full job description posted on Town of Braintree website
<http://www.braintreema.gov/hr/index.html>

POSTING DATES: open until filled

Applicants may submit a cover letter and resume to the following address:

Human Resources Department
Town of Braintree
1 JFK Memorial Drive
Braintree, MA 02184

Or e-mail to kshanley@braintreema.gov

Town of Braintree is an Equal Opportunity Employer

THAYER PUBLIC LIBRARY

REFERENCE LIBRARIAN
(as agreed between the Town and MLSA)

ALSA
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Definition: Professional and supervisory work in the operations of the reference department; including genealogical research and educational program planning; serves as Librarian-In-Charge in the absence of the Library Director; related work as required.

Distinguishing Characteristics: Under general supervision of the library Director, has responsibility for the reference room collection, including database resources. Regularly recommends reference policy changes to the Director.

Reviews user needs with the Circulation Supervisor and selects reference and circulating materials by coordinating with the Technical Services Librarian.

Assists patrons in locating appropriate library materials.

Exercises considerable judgment in researching informational inquiries, especially in the specialized areas of genealogy, business and law.

Makes frequent contact with public and promotes use and a positive image of the Library.

Exercises supervision over assistants and serves as Librarian-In-Charge in the absence of the Library Director. Provides emergency scheduling as necessary.

Physical effort normally required relates to the handling and transporting of materials, including loading and unloading of microform and computer disk informational formats.

Examples of Work: Organizes and maintains collection of reference materials in a high degree of order for easy patron access, including information files.

Answers reference questions in the library by phone, by mail, by computer and precisely conducts reference interviews of patrons to determine exact informational needs. Provides instruction in reference sources and methods, including use of manual and automated public catalogs. Assists branch personnel in use and development of reference materials, including automated resources.

Responsible for microforms control.

Prepares bibliographies, indices, union lists, and interlibrary loans in response to reference questions.

REFERENCE LIBRARIAN (con't)

Controls library museum pass service, including financial accountability for pass deposits.

Supervises, trains and formally evaluates in writing all library staff supporting the Library's reference function including Pages in the absence of the Circulation Supervisor.

Files catalog cards and updates database under the overall guidance of the Technical Services Librarian.

Plans and implements library programs, cablevision productions; exhibits; and auditorium bookings and billing for CRF payments for approval by the Director. Maintains currency of public notices on bulletin boards; and provides guidance to Circulation Supervisor for educational book displays.

Assists and provides decision-making for the Circulation Supervisor in handling and adjusting patron complaints and staff situations.

Supervises Library Pages in absence of Circulation Supervisor; ensures adherence to schedules and completion of assignments.

Required Qualifications: Master's Degree in Library Science; plus two years' professional library experience or any equivalent combination of education and experience.

Working knowledge of reference operations and automated systems preferred. Ability to prepare oral and written reports for the Library Director. Organizational skills required to maintain an orderly department under a minimum of supervision. Ability to operate electronic calculators and typewriters, with computer skills preferred.