



**JOB POSTING – February 6, 2024  
DEADLINE- Until Filled**

**Job Title: Reference / Adult Services Librarian**

**Department: Holyoke Public Library**

**Reports to: Maria Pagan, Director**

**Job Summary:**

Holyoke Public Library is seeking a full-time professional Reference Librarian to work 35 hours/week, Monday-Thursday, 8:30am-1pm; Every other Friday/Saturday, 8:30am-4pm starting March 1st 2024. Salary range is set by City Ordinance. Rate is based on experience.

Under the direction of the Library Director and Assistant Director, the Reference/Adult Services Librarian performs an evolving array of tasks. Working with library staff both in and outside of the Reference department, the successful candidate will apply hers/his interests and skills to help identify and develop services that meet community needs.

**Duties/Responsibilities include but not limited to:**

- Reference services (research and assistance to patrons) - Provides a broad range of library services, including reference/information, referral services and outreach.
- Collection development and management - Selects and recommends purchasing print and non-print library materials for adults.
- Readers' Advisory - Prepares book lists and book displays.
- Library Instruction and technology assistance to the public
- Programming & event planning - Plans, organizes, and implements a variety of library adult programs.
- Public Relations - Designs effective print and non-print materials (including social media initiatives) to publicize literacy, library resources, services, and programs.
- Assists other library departments, as needed.
- Serves as Proctor for exams.

**Required Skills/Abilities:**

- Thorough knowledge of library principles and practices, particularly as they relate to library advocacy and outreach, including such tenets as equity, diversity and inclusion, intellectual freedom, literacy, and patron privacy
- Keeps current in aspects of librarianship - Continuously learning - must be willing to attend various professional development workshops, seminars, etc. to stay current with knowledge and trends regarding technology, instructional design and reference services.
- Excel at public service with a warm, respectful, and professional demeanor
- Ability to pay attention to detail, maintain professional working relationships with other employees and the public, and possess strong interpersonal and communication skills.
- Have exceptional communication skills.
- Have a solid understanding of technology and social media and excellent public relations and research skills.

- Some supervisory and grant writing experience is preferred. - Seeks and applies for additional funding opportunities for programs to benefit adult patrons.
- Regular and punctual attendance is a requirement of the position.
- Be a self-starter and adaptable.
- Experience working with adults, particularly in a public library setting.

**Education, certification, licensure, or other similar requirements:** M.L.S. from an A.L.A.-accredited institution and a minimum of 3 years of experience in Library operations, including acquisitions, reference, and collection development; supervisory experience preferred.

**Fair Labor Standards Act (FLSA) status:** Non-Exempt (hourly)

**Employment status & Hours:** Full-time employment, 35 hours per week, Monday-Thursday, 1pm-8:30pm; Every other Friday/Saturday, 8:30am-4pm.

**Salary/Pay rate:** \$24,896.00 (minimum) up to \$36,274.00(maximum) yearly, Ordinance

**Employee Benefits:** Health, Dental, Life Insurance, Optional Vision and Flexible Spending Account (FSA)

***\*Must work 21+ hours per week to qualify for benefits***

**How to Apply:** Please send resume and cover letter to [Personnel@holyoke.org](mailto:Personnel@holyoke.org)