



**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, September-May, Monday-Thursday, 1pm- 8:30pm, Friday and rotating Saturday 8:30am -4pm; June-August, Monday -Thursday, 10:30am -6pm; Friday and rotating Saturday 8:30am -4pm. . 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, September-May, Monday-Thursday, 1pm- 8:30pm, Friday and rotating Saturday 8:30am -4pm; June-August, Monday -Thursday, 10:30am -6pm; Friday and rotating Saturday 8:30am -4pm.

Salary/Pay rate: \$40,080.00 (minimum) up to \$53,145.00(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