

# **REFERENCE LIBRARIAN**

## **Full time position available – at Hebron**

**Class:** L  
**Status:** Non-Exempt

Boone County Public Library is seeking a dynamic, motivated individual for the position of Reference Librarian. Under the general direction of the Branch Manager, the Reference Librarian is responsible for providing library service for reference and general readers' service to the public. The Reference Librarian interacts extensively with the public and other staff members. This position will work days, nights and a weekend rotation.

### **Responsibilities:**

- Provide reference assistance including research assistance, in depth searching, and specialized reader's advisory service to adults, children, teachers and special groups.
- Assist customers with locating materials and using library resources and equipment
- Assist customers with emerging technologies and the Internet
- Answer questions regarding customer accounts, library programs and services, and library policy and procedure
- Provide formal and informal bibliographic and Internet instruction
- Participate in the promotion of technology related instruction and resources available to library customers
- Plan, implement and evaluate adult programs in cooperation with the Branch Manager
- Serve as the person in charge for a branch library as assigned
- Participate in collection evaluation and development
- Prepare bibliographies, displays, exhibits
- Perform general desk duties
- Perform other duties as assigned

### **Knowledge:**

MLS from an accredited library school or related Master's Degree **OR**  
Equivalent combination of education, training, and work experience that will provide the required knowledge and abilities  
Must qualify for library certification from the state of Kentucky

### **Skills and Abilities:**

Knowledge of library principles and practices; awareness of current library trends and developments  
Broad knowledge and appreciation of classic and current adult literature and electronic media  
Sound working knowledge of traditional and electronic resources including Web sites and databases; excellent online searching skills  
Ability to deal tactfully and effectively with the public and other staff members  
Ability to work under minimal supervision and oversee the work of others  
Excellent interpersonal and communication skills both verbally and in writing  
Demonstrated ability to provide effective individual and group instruction

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Proficiency with computers, emerging technologies, the Internet and various software programs  
Light to medium work [lifting, pushing or pulling 20-50 lb. maximum]  
Reaching, bending, kneeling and crouching to retrieve and replace library materials  
Movement throughout the facility locating/retrieving materials and assisting users for 4-8 hour shifts  
Talking/reading aloud to groups for 30-45 minutes, more than one time per day  
Handling and manipulating library materials; such as pages, cards, forms, etc  
Operating computer and audiovisual equipment  
Visual acuity sufficient to identify materials on shelving up to 90 inches in height and to read primarily typed or printed text in a variety of type sizes

**Compensation:**

\$16.80 per hour, excellent benefit package including sick and vacation days and participation in the County Employees Retirement System.

**Applications received prior to March 25, 2019 will receive first consideration.**

**If you have the qualifications for this position, send job application, cover letter and resume to:**

Human Resources Manager  
Boone County Public Library  
1786 Burlington Pike  
Burlington, KY 41005  
[jobs@bcpl.org](mailto:jobs@bcpl.org)  
Fax 859-689-0410