

REFERENCE LIBRARIAN

Full time position available – at Scheben

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 May 31, 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
Fax 859-689-0410