



**NOTICE OF VACANCY
November 20, 2017**

- POSITION:** Information and Research Librarian/Substitute L-9
- DEPARTMENT:** Library
- SALARY:** \$ 20.87 - \$26.53/hourly
- HOURS:** Flexible hours per week, evenings and at least one weekend shift per week required

Organizational Scope: Works under the direction of the Supervisor of Information and Research Services. Frequent contact with the public and other Library and Town employees requires the exercise of tact, diplomacy and flexibility.

Major Responsibilities: Provides positive public service. Provides expert guidance, using print and automated sources, to patrons requesting information, thereby promoting increased use of library resources. May be responsible for interlibrary loans. Provides tours and instructional sessions. Trains staff in use of automated and other sources. Develops written instructions for automated and other sources. Develops booklists and other bibliographic aids. Responsible for keeping current with developing technology as related to reference services. Recommends materials for addition to the reference collection. May have primary responsibility for selection and maintenance of the library's local history and genealogical, or other specialized collection. May participate in outreach activities. May prepare and lead book discussions. May be responsible for troubleshooting the library's automated equipment. May participate in Minuteman Library Network or other committees. May be in charge of the Main Library evenings and weekends on a regular basis. Performs other tasks as required. Updates, retrieves, and interprets data in the library's automated system.

Job Qualifications: Master's Degree in Library Science

- 1 year public service experience, library experience preferred
- Strong organizational skills; strong public service orientation and skills
- Ability to work under pressure
- Computer skills
- Familiarity with collection development, specialized reference subject areas, and/or automated sources preferred
- Tact, diplomacy, flexibility
- Familiarity with Spanish or Portuguese desirable

Physical Requirements: Must be capable of operating miscellaneous tools and office equipment relative to this position which shall include, but may not be limited to: computers, copiers, fax machines and calculators. Ability to move around the facility, walking, sitting, bending, climbing, kneeling, carrying and stooping; Ability to use hand and finger motion with enough manual dexterity to use computers and handle library items; Lift up to 40 pounds, or greater with assistance; and perform other efforts as identified with normal library work. Communicate effectively with others, orally and in writing.

Work Environment: Work is performed primarily in an office environment with normal office noise and traffic.

Please visit our website:

<https://ess.framinghamma.gov/MSS/employmentopportunities/default.aspx>

The Town of Framingham is an Affirmative Action Equal Opportunity Employer.