

# Part-time Reference Librarian

The Free Library of Northampton Township is looking for an energetic and enthusiastic librarian to serve as part-time Reference Librarian in our busy library in Richboro, PA.

## **Duties:**

- Provide friendly, professional customer service as it relates to information/reference, reader's advisory and other information services to all ages.
- Assist the public with access and use of online resources, computers, mobile devices and other technologies.
- Assist in all aspects of collection development.

## **Qualifications:**

- ALA-accredited Master's Degree in library or information sciences or a Bachelor's degree with current credit hours from an ALA-accredited Master's Degree program.
- Knowledge of standard reference sources in all formats.
- Knowledge of current and classic reading materials for all ages.
- Knowledge of principles and practices of Reader's Advisory
- Knowledge of principles and practices of collection development and maintenance.
- Fluency with personal computers, mobile devices, online databases.
- Experience with integrated library systems (ILS)
- Good stamina and ability to stand on feet and walk most of shift.
- Ability to lift and carry library material weighing 30 lbs. and push book carts weighing 125 lbs.

## **Preferred Qualifications:**

- Experience in a Public Library setting.
- Experience with Sirsi/Dynix Workflows ILS.

## **Skills Needed:**

- Self-motivated and proactive, makes decisions based on good business practices and library philosophy.
- Excellent oral and written communication skills.
- Outgoing, warm, approachable, and flexible.
- Commitment to public service.
- Strong technology skills, experience with Windows operating systems, Microsoft Office products. Knowledge of Word Press is a plus.
- Ability to adapt to a changing work environment.

## **Hours and Compensation:**

- One position available immediately is 10 hours per week working evenings and weekends. A second position available January 1st is 20 hours per week with variable times.
- Compensation dependent on education and experience.

Application: Please submit a Northampton Township application, a current resume, three references and a letter of introduction to Diana Remington, Library Director, Free Library of Northampton Township 25 Upper Holland Rd. Richboro, PA 18954 or email them to [remingtond@buckslib.org](mailto:remingtond@buckslib.org)