

# GRUNDY LIBRARY

The Margaret R. Grundy Memorial Library

Dana Barber · Library Director

## Part-time Reference Librarian / Reference Assistant

Margaret R. Grundy Memorial Library at The Grundy Foundation in Bristol Borough, PA is looking for an energetic and enthusiastic individual to serve as part-time Reference Assistant in our Community Services department. Reporting to the Community Services Manager, the Reference Assistant will provide high quality informational services to meet the needs of library customers.

**Primary duties:** Work as a member of the Grundy Library Community Services staff including circulation, reference, collection development, outreach, and instruction duties. Provide friendly professional customer service as it relates to information/reference, reader's advisory, and related information services to all ages. Assist the public with the access and use of print and online resources, computers, mobile devices, and other technologies. Prepare informational, instructional, and promotional materials.

**Other duties:** Assist with maintenance of library collection in all formats; conduct online reference services; instruct the public on use of library services and information sources; conduct tours and make presentations to groups at both the Library and the adjacent Grundy Museum (late-Victorian house museum), enforce Library, Museum, and Foundation policies; perform other related duties assigned.

### Required Qualifications:

Bachelor of Arts;  
Knowledge of standard reference sources in various formats;  
Knowledge of current and classic reading materials for adults and teens;  
Knowledge of principles and practices of reference and reader's advisory services;  
Knowledge of the principles and practices of collection development and maintenance;  
Familiarity with online search strategies;  
Experience with public services and a commitment to excellent customer service;  
Fluency with personal computers and software, mobile devices, online databases, and integrated library systems (ILS);  
Good stamina and ability to stand on feet and walk most of the day;  
Ability to kneel, bend, stoop, and reach repeatedly and to easily operate computer keyboards and other accessories;  
Ability to lift and carry library material weighing 30 lbs. and push book carts weighing 125 lbs.

### Preferred Qualifications:

Master's degree in Library and/or Information Science from an A.L.A. accredited school;  
Experience in a public library setting;  
Experience with desktop design and Microsoft Publisher;  
Experience with OCLC Wise;  
Experience with Power Library databases;  
Ability to understand, speak, and write Spanish.

**Skills Needed:** Self-motivated and proactive; makes decisions based on good business practices and library philosophy; excellent written, oral and interpersonal communication skills; warm, approachable, and outgoing personality; tact, courtesy, and flexibility; initiative; commitment to public service. Strong technology skills, especially with computers and mobile devices, extensive experience with Windows operating systems, Microsoft Office, and online searching. Ability to adapt to a changing work environment.

**Hours and Compensation:** 5-8 hours per week including evenings and weekends. Compensation \$18-20 / hour (dependent on education and experience).

### Application:

Please submit current resume, three references, and letter of introduction to Dana Barber, Library Director, Margaret R. Grundy Memorial Library, 680 Radcliffe Street, Bristol, PA 19007 or email them to [db@grundylibrary.org](mailto:db@grundylibrary.org). Review of applications will begin immediately. Open until filled.