



Good afternoon,

The Free Library of Northampton Township has an opening for a **Full-Time** Reference Librarian / Archivist.

Northampton Township is a diverse community of almost 40,000 residents set amongst a mix of suburban landscape and bucolic farmland in Bucks County, PA. The library is the 3rd-busiest in the county and we have a very friendly and experienced staff.

Come and join our team! We'd love to have you!!

Schedule:

40 hours/week; including days, evenings, Saturdays and/or Sundays (in rotation);

Approx. 28-30 hours specifically as Reference Librarian and 10-12 hours working as the Archivist;

On-site and off-site determined by programming and outreach needs;

Position available immediately;

Compensation:

\$22 - \$25/hour, DOQ, plus accrued vacation, sick and personal time, and holidays. Medical, Dental, Disability and Life Insurances and optional Retirement packages are part of the provided benefits.

This position requires:

PA State Police Criminal History Clearance, PA Child Abuse History Clearance, FBI Criminal History Clearance, and Mandated Reporter Training.

To Apply:

Please send a cover letter of application, current resume, and at least 3 professional references to Wayne Lahr, Library Director, via email @ wlahr@nhtwp.org.

Review of applications will begin immediately. Position open until filled.

Wayne R. Lahr, Director

Free Library of Northampton Township

25 Upper Holland Rd

Richboro, PA 18954

215.357.3050, ext. 110

<https://www.northamptontownshiplibrary.org/>

** The Free Library of Northampton Township is an Equal Opportunity Employer.*



Northampton Township Position Classification Plan

Job Title: Full-Time Reference Librarian
Category: Non-Exempt

Department: Library
Supervisor: Library Director

Primary Duties:

Free Library of Northampton Township seeks an energetic, self-motivated and innovative person to join our adult services/reference team in providing excellent patron-facing services and creating engaging adult audience programming. The Reference Librarian assists in performing all necessary tasks to ensure that our library customers receive excellent service.

Essential Duties and Responsibilities:

- Provides reference services to the public, including answering reference questions, readers' advisory, and technology assistance including teaching of the library's e-resources.
- Initiates, plans, and hosts a variety of programs and activities for adults with specific goal of meeting requirements to maintain the library's Gold Level Status in the PA Forward Star Program.
- Promotes programs through flyers, posters, calendars of events, social media, and newsletters.
- Provides basic troubleshooting of equipment such as computers, mobile devices, printers, copy machines, and scanners. Assists library users with the internet, email, MS Office Tools, and other software.
- Using the library's Collection Management Policy, selects print and non-print materials for library's adult collection based upon analysis of patron information needs.
- Using the library's Collection Management Policy, circulation data, and other reference resources, evaluates items to be weeded from the collection.
- Manages Museum Pass Reservations and library's Room Reservations systems.
- Assists staff in maintaining ILS and using it for needed operational reports.
- Supervises the opening, closing, and operations of the library.
- Searches, submits, and processes Interlibrary Loan (ILL) requests for materials.
- Assists with Circulation Department duties when needed.
- Trains and supervises volunteers.
- Communicates with other libraries.
- Performs related tasks as assigned.

Qualifications:

Education and Experience

- Master's Degree in Library/Information Science from an ALA-accredited program.
- Experience working in public libraries and with library reference materials, including print and electronic resources.
- Strong verbal and written communication skills, including the ability to speak in front of an audience.
- Outgoing, warm, approachable, and flexible.

Knowledge, Skills, and Abilities

- Owns an understanding of how to work as a communicative teammate on an experienced staff.
- Basic proficiency in Microsoft Word, Excel, Outlook, Teams, and Office365.
- Basic proficiency using Canva, Constant Contact, and/or WordPress.
- Knowledge of and fluency in the use of computers and other devices, the internet, email, social media, and cloud computing.
- Strong listening and verbal/written communication skills.
- Ability to promote and establish effective work relationships with staff and the public.
- Commitment to providing extraordinary customer service.
- Ability to present creative and innovative ideas in adult services.
- Knowledge of adult literature and print/electronic reference materials/databases.
- Knowledge of the principles and practices of collection development and maintenance.
- Knowledge of principles and practices of public library administration.
- Knowledge of principles and practices of readers' advisory.
- Knowledge of developments and trends in public libraries.
- Ability to exercise good judgment and tact in dealing with the public, resolving problems, and makes decisions based on good business.
- Ability to learn new concepts and ideas concerning the library.
- Ability to work independently.
- Ability to read, write, and speak English.
- Ability to wheel a full cart of books.

Additional requirements:

The successful candidate will be required to complete and submit the following documentation within 60 days of their start date. All clearances must be current. Volunteer clearances will not be accepted.

- Pennsylvania Child Abuse Clearance (<https://www.compass.state.pa.us/CWIS/Public/Home>)
- Pennsylvania Criminal History Record (<https://epatch.state.pa.us/>)
- Federal Criminal History Record (<https://www.identogo.com/locations/pennsylvania>)

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Working Conditions

The position is full-time Monday through Friday with evening and alternating Saturday and Sunday hours.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Every attempt will be made, if needed, to provide reasonable accommodations to enable individuals with disabilities to perform the essential functions.

The employee is frequently required to conduct the following while performing the duties of this job: sit, stand, talk, listen, walk, use hands to handle or feel objects, tools or controls, reach with hands or arms, lift and carry library material weighing 30 lbs., and push and pull book carts weighing 125 lbs. The employee is required to use office machines and must meet approved physical and medical standards set forth by the Township.

Selection Guidelines

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Employment with the Township is at-will, which means either party may terminate the employment relationship at any time. Formal application, rating of experience and education, oral interview(s), reference checks, background checks, and job related tests might be used to evaluate a candidate's qualifications for this position.

Rev. 2/15/23



Northampton Township Position Classification Plan

Job Title: Archives Custodian
Category: Non-Exempt

Department: Library
Supervisor: Library Director

Primary Duties:

The Archives Custodian position provides friendly professional customer service as it relates to archive users especially in the areas of local history and genealogy. They oversee the preservation, organization, cataloging and maintenance of township history documents, photographs, and artifacts in the Township Archives.

Essential Duties and Responsibilities:

- Oversees the care and preservation of the township's archive collection.
- Maintains good order of the storage room.
- Maintains a catalog of all collections and identify collections in need of conservation.
- Assists with inquiries from the public (in person, by phone, mail, or email).
- Identifies and makes available research materials relating to the history of the township, historic buildings, and former residents.
- Maintains a list of historic buildings in the township.
- Assists with developing themes and preparing collections for display cases within the archives.
- Builds collections through research (e.g., search of local newspapers for obituaries/articles pertaining to township history), interviews with longtime residents, general online research, and solicitation of materials from the public (e.g., historical photos of township buildings, events, residents).
- Manages student and adult internship programs to be performed in connection with the archives.
- Prepares submissions to the township's administration for its newsletter.
- Submits monthly written report to the Historical Commission outlining activities, projects, and tasks undertaken each month.
- Orders supplies, as needed, for the archives.
- Performs tasks requested by the Historical Commission.
- Attends monthly meeting of the Historical Commission.
- Performs other associated tasks as assigned.

Qualifications:

Education and Experience

- Bachelor of Arts or Master's degree in Archival Studies, Library and/or Information Science, Museum Studies, or history-related field with formal training in archives management and preservation or commensurate experience.
- Minimum two (2) years' professional archive or archive related work experience.

Knowledge, Skills, and Abilities

- Owns an understanding of how to work as a communicative teammate on an experienced staff.
- Basic proficiency in Microsoft Word, Excel, Outlook, Teams, and Office365.
- Experience using ArchivesSpace information management system.
- Strong listening and verbal/written communication skills.
- Ability to promote and establish effective work relationships with staff and the public.
- Commitment to providing extraordinary customer service.
- Knowledge of best practices in basic preventative conservation and preservation.
- Knowledge of archive accessioning and research practices.
- Knowledge of archive digitization standards and best practices.
- Knowledge of best practices and ability to perform archival and genealogical research.
- Knowledge of standard and emerging archival and information science technologies.
- Knowledge of organizational office methods, practices and procedures.
- Knowledge of and fluency in the use of computers and other devices, the internet, email, social media, and cloud computing.
- Ability to read, write, and speak English.

Working Conditions

The position is part-time Monday through Friday with evening and weekend hours.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Every attempt will be made, if needed, to provide reasonable accommodations to enable individuals with disabilities to perform the essential functions.

The employee is frequently required to conduct the following while performing the duties of this job: sit, stand, talk, listen, walk, use hands to handle or feel objects, tools or controls, reach with hands or arms, lift, carry, push and pull up to 25 pounds. The employee is required to use office machines and must meet approved physical and medical standards set forth by the Township.

Selection Guidelines

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Employment with the Township is at-will, which means either party may terminate the employment relationship at any time. Formal application, rating of experience and education, oral interview(s), reference checks, background checks, and job related tests might be used to evaluate a candidate's qualifications for this position.

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