

**CITY OF EAST PROVIDENCE**  
**EMPLOYMENT OPPORTUNITY**



**EAST PROVIDENCE PUBLIC LIBRARY**  
**PART-TIME DIGITAL SERVICES AND REFERENCE LIBRARIAN**  
**19 Hours per week - \$20 per hour, no benefits**

The East Providence Public Library is looking for an enthusiastic and innovative librarian to provide general and specialized instruction and reference services 19-hours/week. This position requires a commitment to providing excellent customer service, a patient and friendly manner, and the ability to work both independently and collaboratively in a live and/or virtual setting. The library strives to cultivate an inclusive environment and prioritizes hiring, mentoring, and developing library staff that reflect the diversity of the East Providence community.

**RESPONSIBILITIES:**

- Planning and implementing a schedule of computer and/or technology instruction classes
- Managing Device Advice, a one-on-one tech help program
- Providing computer assistance to patrons and troubleshooting e-Zone and other inquiries on patrons' devices
- Assisting patrons with electronic resources, databases, and Internet tools
- Developing and maintaining print and digital instructional materials as needed to assist patrons and staff with new technology and/or new tech services
- Promoting the use of the library's electronic resources through programming and one-on-one instruction
- Providing general information services including answering reference, readers' advisory, and tech-related questions, placing holds, and assisting patrons with the library's office-related functions (printing, copying, faxing, and scanning)

**MINIMUM JOB REQUIREMENTS:**

- American Library Association accredited Master's Degree in Library Science or active matriculation in an accredited Masters of Library Science program with at least 9 credits completed
- Knowledge of the theories, principles, practices and tools of public library services
- Ability to think creatively and seek innovative uses of technology to further library service goals
- Ability to communicate technical information clearly
- Knowledge of emerging digital technologies
- Ability to work well with limited supervision
- Interest in a team approach; highly collaborative work style
- Excellent written, verbal and interpersonal skills
- Ability to travel between library locations
- Requires flexible work schedule for day, weekend, and evening hours

*This job description is intended to be representative and not necessarily inclusive of all duties and responsibilities*

**THE COMMUNITY:**

East Providence is a city in Providence County, Rhode Island. At a population of 47,037, it is the fifth largest city in the state. The East Providence Public Library is comprised of three locations. Our main library is the Weaver Memorial Library. We also have the Riverside Branch Library and Fuller Creative Learning Center.

**EXAMINATION WEIGHT**

**Oral 100 %**

Please apply online at:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=7194c980-8645-4d6c-a63d-4aa97ffa0bad&cclid=19000101\\_000001&type=JS&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=7194c980-8645-4d6c-a63d-4aa97ffa0bad&cclid=19000101_000001&type=JS&lang=en_US)

***Application and resume must be submitted no later than December 13, 2021, by 4:00 p.m.***

At the City of East Providence we celebrate the diversity of our citizenry, and are proud to encourage inclusiveness in our workforce. We do not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

**ADA/AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

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