

CITY OF EAST PROVIDENCE



EMPLOYMENT OPPORTUNITY

Reference Librarian Part Time-19 hours per week

\$20.00 per hour-no benefits

The City of East Providence is seeking a Reference Librarian. Under the general direction of the Library Director, the Reference Librarian is primarily responsible for providing information services to the public throughout the East Providence Library System.

The Reference Librarian performs various duties in assisting patrons in the use of library resources, including but not limited to; public access computers, databases, and eZone. The Reference Librarian also answers reference and reader's advisory questions in person, electronically, and over the telephone. The position also assists patrons with the Library's office-related functions (printing, copying, faxing, and scanning).

MINIMUM QUALIFICATIONS

- 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 work well with limited supervision
- Interest in a team approach; ability to cooperate and collaborate with other members of the library staff
- Excellent written, verbal and interpersonal communication skills
- Digital literacy sufficient to help others use the Internet and common software applications (e.g., Microsoft Office, Google Drive, and various devices)
- Ability to travel between library locations
- Requires flexible work schedule for days, weekends, and evening hours

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES

- Experience with the Ocean State Libraries system and catalog
- Experience with the Sierra ILS
- At least one year of public library reference experience

Please apply online at:

https://workforcenow.adp.com/jobs/apply/posting.html?client=EastProvRI&ccId=19000101_000001&type=JS&lang=en_US

*Application and resume must be submitted **no later than Monday March 8, 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

Posted 02/22/2021