

Reference Librarian

The Chelmsford (MA) Public Library is looking for the right professional to join a department of savvy, enthusiastic librarians who are excited about supporting the information, technology, and lifelong learning needs of our patrons. Our ideal Reference Librarian will be dedicated to public service and community education and will thrive on interacting with the public and providing exceptional customer service.

We're looking for someone who is able to shift gears smoothly and prioritize patron needs. We want to see a depth of experience in providing direct reference services - in person, on the phone, and through live chat and email. Our reference librarians assist our patrons with print and online resources, use of public computers and scanning/copying/printing/fax services, and study and meeting spaces. This colleague is a go-to guide for patrons and staff using digital platforms for reading, reader's advisory and reference, including e-readers, tablets, phones and computers.

We need a librarian who is ready to take ownership of assigned areas of non-fiction collection development and to create library programs and outreach activities - especially for seniors - both independently and as part of a team. Familiar with genealogy? This person will also support programs for our local Genealogy group. The ideal candidate will demonstrate top-notch reference and customer service skills and be comfortable with a variety of web applications and social media. They will have solid technology skills, including competency with mobile platforms, and a strong desire to share these skills with the public, looking to improve digital access and literacy for all.

Please visit the Library website for the full job description.

Salary: \$27.59 per hr - \$40.39 per hr in 10 steps

Schedule: 37.5 hours per week in the library, including two Saturdays each month and one evening per week.

Location: Chelmsford Public Library, 25 Boston Rd., Chelmsford MA. Occasional work at the MacKay Branch in North Chelmsford may be assigned. This is not a hybrid or remote position.

Qualifications:

- MLS/MLIS or MLS/MLIS candidate, or an equivalent combination of education and experience; coursework and/or experience in reference services desired
- Working knowledge of a variety of non-fiction literature, library databases, and quality information resources on the open web
- Experience or interest in supporting digital literacy for our community

Application Deadline: 1/31/2024. Preferred candidates: 1/19/2024.

How to Apply

Please send cover letter and resume to Todd Bowser, Head of Reference, at tbowser@chelmsfordlibrary.org. This job includes health, dental and life insurance benefits and is represented by the Chelmsford Federation of Teachers, Local 3569. The Town of Chelmsford is an EEO/AA Employer. We encourage candidates of diverse backgrounds and abilities to apply.

Our Library and Community: A fun and rewarding place to work! We have highly engaged residents and Town counterparts who support the library in visible ways. Our staff, Trustees, and Friends are excited to turn new ideas into reality, and we're not afraid to try things out. We have welcomed many vibrant new librarians in the past few years as other staff grew into new positions; we support professional growth and cultivate an environment of mentorship and inclusion.