

EASTTOWN LIBRARY & INFORMATION CENTER
720 FIRST AVENUE, BERWYN, PA 19312
www.easttownlibrary.org

Reference Librarian

Job Objective

The Librarian will provide reference services to customers, manage a new passport service, and assist the Head of Reference with adult programs. This position regularly oversees the entire library.

Essential Duties, Tasks & Accountabilities

- Performs all necessary tasks to ensure that library customers get excellent service.
- Provides reference services to the public, research assistance with print and electronic resources, and reader's advisory.
- Completes all training to become a Passport Acceptance Agent.
- Supervises the library's Passport Acceptance Agents and oversees all aspects of the passport service.
- Assists customers with computers, mobile devices, scanners, printers, copy machine, and other technology.
- Assists with the planning, hosting, and promotion of some adult programs.
- Designs and produces promotional materials, such as flyers, bookmarks, and e-newsletters.
- During evening and weekend shifts, this position serves as the senior staff member and as such is responsible for opening and/or closing the library and addressing any issues that arise during the shift.
- Assists in other departments as needed.

Qualifications

- MLS degree from an ALA accredited library school.
- Minimum of 1 year of experience working in reference.
- Minimum of 1 year supervisory experience desirable.

Necessary Knowledge, Skills, Abilities

- Experience with Innovative Interface's Sierra module preferred.
- Excellent computer and technology skills; working knowledge of MS Office Products, social media sites, and online marketing tools.
- Familiar with eReaders and mobile devices to assist customers with downloading e-materials.
- Excellent verbal and written communication skills.
- Exceptional customer service skills.
- Excellent attention to detail.
- Experience with processing passports considered a plus.

Job Hours: 35 hours per week (including 2 weekday evenings, 2 Saturdays and 1 Sunday per month). Available immediately.

Starting Wage: \$40,000 plus benefits

Easttown Library & Information Center is an Equal Opportunity Employer and complies with the American with Disabilities Act (ADA). All library positions require a PA state criminal background check, PA Child Abuse History Clearance and a FBI fingerprint-based federal criminal history background check.

Please send cover letter and resume via e-mail to:

Audrey Young, Assistant Director/Head of Reference
Easttown Library & Information Center
reference@easttownlibrary.org