PUBLIC SERVICES AND EMERGING TECHNOLOGIES LIBRARIAN

GENERAL STATEMENT OF DUTIES

Under the direction of the Head of Public Services provides reference services for library patrons. Also responsible for technology development and instruction.

DESCRIPTION OF DUTIES

Provides reference services and reader's advisory for all library patrons.

Serves as librarian in charge, i.e. supervising staff, addressing patron concerns, and properly opening and securely closing the building.

Assists library patrons in using library equipment such as computers and copiers.

Assists library patrons in ordering materials through interlibrary loan.

Locates and prepares requested library items for patron pick up and van delivery.

Orders Music CDs and Instructional DVDs.

Assists circulation staff when necessary.

Researches and makes recommendation on new and emerging technologies for library services

Presents workshops for patrons on various topics relating to mobile devices, electronic resources and digital services.

SCHEDULE

Monday through Thursday 12 noon – 8:00 pm; Friday 9:00 am-5:00 pm

One weekend per month (Compensatory days for weekends worked)

EXPERIENCE

Minimum of three years' related library experience preferred.

QUALIFICATIONS

The completion of an accredited Master of Science Degree in Library Science.

Familiarity with current technologies used in public libraries and the ability to research trends beneficial to library patrons.

Interest in content creation, information sharing and collaborative tools.
Ability to provide instructions to patrons and staff with varying degrees of experience.

ADDITIONAL REQUIREMENTS

Pennsylvania criminal, child abuse and FBI background checks required.

COMPENSATION

$40,000 to $42,000 depending on experience. Benefits include vacation and sick leave, health and dental insurance, pension plan and optional TIAA-CREF participation.

TO APPLY

Please provide a letter of interest, resume and three references by May 3, 2024 to:

Bridgette Crockett mareference@delcolibraries.org.