The William Jeanes Memorial Library is seeking two permanent, part-time Reference Librarians to work evenings and weekends. The primary role of this position is to support the information-seeking patrons of all ages in our Library and online. The successful candidate will be tech savvy and comfortable speaking in front of a group.

This is an excellent opportunity for someone with general library experience looking to move into Reference, or with some Reference experience looking to add Programming and Collection Development experience.

The Library, a 501(c)3 non-profit, is located in suburban Philadelphia, in a small community (Whitemarsh Township), but serves patrons from all over Montgomery County and our neighboring counties. The Library staff adheres to an “Extreme Customer Service” outlook, and was the first library in the county to add auto-renewal to our items, and to make our Children’s books and audiobooks fine free. We are now fine free for the majority of our circulating items.

Position: Reference Librarian
Status: Part-time, permanent
Rate: $20.00/hour
Hours: 2 nights from Monday through Thursday (5:00 – 8:00 pm) each week, 2 Saturdays (9:30 am – 5:00 pm) and 2 Sundays (12:30 – 5:00 pm) per month; average 48 hours a month between September and May. In the summer, the weekend hours are: Saturdays 9:30 – 2:00 pm, closed Sundays. Other shifts available on an as-needed basis.
Supervision: Reports to Adult Services Librarian; has Person-in-Charge status for certain shifts, such as Sundays. Supervisory experience preferred.
Benefits: Paid Time Off earned annually as per the Personnel Policy for part-time employees;

Summary:
The position will perform information services to the general public. This includes assisting the public with finding library materials, instructing patrons on how to use informational tools and technology, providing reader’s advisory services, and providing reference and research assistance. This position is based at the public Reference Desk, and will include tutoring patrons in computer and device usage when needed. Collection development and programming will be added as needed.

Job Description:
The role of the Reference Librarian is to work with patrons to address their daily reference and technology needs in the library, as well as online and by phone. The Reference Librarian, under the supervision of the Adult Services Librarian, will:
- Assist patrons and staff with Reference queries and research, using current, authoritative materials; tracking these queries for monthly statistics; suggest supplemental websites and materials for consideration.
- Assist patrons at the Public Computers with basic tasks related to the use of the library-supported technology: printing, emailing, copying, scanning, attaching documents, conducting searches, formatting documents, etc.
- Assist or train patrons in the use of their personal devices to complete basic set-up, use, and library-related tasks such as accessing e-resources. The Library staff does not provide tech support or diagnose hardware problems, but may direct patrons to useful resources online or in the area.
- Answer general library-related queries by phone or in-person, and provide support to the Circulation Desk staff.
- Create promotional and wayfinder materials throughout the library and for use online.
• Set up and take down program spaces, including introducing a program or speaker, and arranging for a
room reservation when needed.
• Work with the Library’s technology coordinator to review, update, support, and replace tech throughout
the Library as needed. This includes, but is not limited to, hardware swaps like keyboards and mice, and
updating key materials such as the circulating devices.
• Schedule and proctor exams when needed.
• Acquire, weed, and maintain materials in the Adult Collection, using the Library’s Collection Policy and
other professional standards.
• When possible, create, promote, and run programs of Adult and General interest, including but not limited
to bookclubs, movies, discussion groups, etc.
• Apply Library Policy to patrons.
• Assist in maintaining the general appearance and function of the library, including the opening and
closing tasks as needed.
• Acts as shift supervisor on Sundays and occasional other shifts.
• Other duties as assigned.

Qualifications:
College degree; MLS from an ALA-accredited institution preferred, or in process;

Preferred Skills/Experience:
• Customer service and/or library experience
• Excellent communication skills
• Program planning
• Supervisory experience

Essential Functions:
Customer Service: Must be able to communicate clearly and evenly in all situations. Able to work with
patrons and staff from a variety of backgrounds and needs.
Computer Skills: Able to work a computer, print documents, attach files to emails, and access and
send emails.
Attendance: Adherence to a regular schedule is assumed.

Physical Requirements:
• The physical demands to perform this job are the ability to talk and hear, use hands to finger, handle,
feel or operate objects or controls, sit, stoop, kneel, reach, crouch, and lift and/or move up to 50
pounds
• Ability to push and pull library book carts weighing 100-300 lbs. and carry up to 15lbs of books
across the library
• Ability to stand for a long time in one area
• Hand-eye coordination is necessary to operate computers and office equipment
• Specific vision abilities required by this job include close vision, distance vision, color vision,
peripheral vision, depth perception, and the ability to focus
• Reasonable accommodation may be made to enable individuals with disabilities to perform
this position.

Clearances:
New employees are required to pass a current Pennsylvania Child Abuse History Clearance, PA State Police
Criminal Record Check, and FBI Background check prior to beginning employment. The Library will assist
in arranging this and reimburse costs after completion. All public library staff are Mandated Child Abuse
Reporters, and this training must be completed prior to starting work. The Library will provide a free log-in, and those hours will be paid.

New employees will be hired with the understanding that the first three months are an orientation period. At the end of three months, the Library Director and/or Supervisor will give the employee a written performance review.

Please send your cover letter, resume, and three references, as well as preferred weeknight schedule, by email ONLY to: Lisa Clancy, Director, lclancy@mclinc.org

**DEADLINE to apply: November 6, 2022; interviews may be scheduled before then.**