

## **Job Post: Reference Librarian at Farnsworth Public Library**

November 3, 2020

Farnsworth Public Library is looking for a Reference Librarian to begin December 2020 or early 2021. We are located in Oconto, WI (population 4,517) with a service population of 9,747. The successful candidate will be responsible for providing reference services to library users in person, online, and over the phone. The Reference Librarian is also responsible for the library's magazine, CD, video game, and movie collections.

The Reference Librarian will primarily work at the reference desk.

Reference services include but are not limited to:

- Advisory services: interpreting requests for library materials and assisting patrons with locating items, or requesting them from other locations.
- Reference services: interpreting patron requests for materials and information. Searching for and providing information from sources inside the library, online, or outside the library.
- Tech services: assisting patrons at public computers or with their own devices.
- Creating and updating library cards.

Other librarian duties include but are not limited to:

- Shelving library items.
- The selection and cataloging of magazines, CDs, video games, and DVDs. Ensuring the availability of these materials to our patrons in a timely manner and within set budgetary restrictions.
- Interlibrary loan services. Search for and request items from outside library systems; fulfill incoming requests; process the orders and manage timely returns.

The Reference Librarian also assists with administrative duties, including, but not limited to: maintaining patron records; maintaining library equipment and collections; and fulfilling reports. When necessary, assists the Children's Librarian and Director with public classes and events. When necessary, works at the circulation desk.

The Reference Librarian will have excellent customer service skills, a strong desire to welcome people to the Library and help them use it, and enthusiasm for promoting the Library's resources and events. All staff members are expected to support a positive, welcoming, clean, and safe environment throughout the building and grounds in accordance with library policies. Strong computer skills are essential. The Reference Librarian will operate PCs, printers, copiers, tablets, smart phones, and electronic reading devices. Competent use of digital materials (especially Microsoft Office, online email systems, online card catalogs, and databases) and the ability to teach their use to others is essential.

The Reference Librarian reports to the Director and may supervise aides or volunteers. There is a six-month probation period and annual performance reviews.

The Reference Librarian must be able to carry heavy books, bend and stretch, push a book cart, use stairs, and reach all shelves with or without the aid of a step-stool. Must be able to work 32-35 hours a week, including some Saturdays and occasional evenings.

Qualifications include a high school diploma and a minimum of two years of work experience. Experience in public libraries is strongly preferred. Candidates whose work history demonstrates customer service experience, confident use of technology, and/or experience working with children will also be given preference.

Hiring is subject to an interview process and background records check.

Hourly wage commensurate with experience and relevant qualifications, certifications, or degrees. Paid vacation, sick time, holidays, and participation in the Wisconsin Retirement System. Medical insurance available.

Applications must include:

- a typed cover letter
- a typed resume
- the names, addresses, email addresses, and phone numbers of three references
- a completed City of Oconto Employment Application, available at <https://cityofoconto.com/employment/>

Submit to Kristin Laufenberg, Library Director, Farnsworth Public Library, 715 Main Street, Oconto, WI. This position will remain open until filled.