

## Town of Halifax, MA – Job Description

<b>Position Title:</b>	Library Associate (Reference & Community Outreach)	<b>Grade Level:</b>	4
<b>Department:</b>	Holmes Public Library	<b>FLSA Status:</b>	Non-Exempt
<b>Reports to:</b>	Library Director		

**Statement of Duties:** The Reference & Community Outreach Library Associate is responsible for providing library reference services for all ages, keeping current with technology, providing programming for adults by researching and contacting speakers, coordinating between local cultural and historic resources to provide programs in accordance with our long-range plan, performs professional work in collection development, and provides readers' advisory services to patrons of all ages.

**Supervision Required:** Directly reports to the Library Director. Reports to the Assistant Library Director in the absence of the Director.

**Supervisory Responsibility:** None.

**Work Environment:** Primarily office (indoor) environment; light lifting, ability to bend, twist, reach, stretch, operate a telephone and computer.

**Please note:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

- Plans, coordinates, and implements programs for adults in accordance with our long-range plan.
- Responsible for researching and contacting speakers for adult programming.
- Facilitates the genealogy group and a book group.
- Provides information services to library patrons of all ages, assists patrons in locating materials, researching topics and in the use of library resources.
- Performs professional work in collection development, deaccession, readers' advisory services, acquisitions, or other specific fields.
- Assists at the Circulation Desk.
- Represents the library at meetings.
- Performs special projects as requested by the Library Director.
- Perform complex circulation, processing, or public service duties (not clerical work) under supervision.

**Education and Experience:** BA/BS required. Public library experience preferred; strong public service and organizational skills; familiarity with automated library systems and eBook technologies; good working knowledge of databases; knowledge of office products.

**Special Requirements:** As a condition of employment, the employee must pass a CORI check.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*