

Town of Halifax
Help Wanted
Holmes Public Library
Reference & Community Outreach Librarian
Part-Time / 18 hours per week

The Town of Halifax is seeking qualified candidates for the position of **Reference & Community Outreach Librarian**.

Essential functions of this position include:

- Plan, coordinate, and implement programs for adults throughout the year in accordance with our Long-Range Plan, including the researching and contacting of speakers.
- Provide Reference services to library patrons of all ages, assist patrons in locating materials, and in the use of library resources.
- Train and assist patrons in the use of library computers.
- Assist patrons with electronic resources, Internet, and on-line database searching.
- Oversee the selection of non-fiction materials; make recommendations for the purchase of non-fiction library materials. Use professional collection development tools and review journals to maintain currency and relevance of the collection.
- Perform Readers Advisory Services for patrons.
- Oversee the Genealogy Group.
- Facilitate a non-fiction book group.
- Assist at the Circulation Desk.
- Represent the library at meetings.

Day, Evening, and Saturday shifts as required.

BA/BS required; Public library reference experience preferred, strong public service and organizational skills, familiarity with automated library systems and office products.

Starting pay rate: \$21.39 per hour (Grade 4). This position is not eligible for benefits.

Application, resume and any associated documents must be returned to the Board of Selectmen's Office, Halifax Town Hall, 499 Plymouth Street, Halifax, MA 02338 or submitted via email to Apply@halifax-ma.org for first review by Friday, March 29th, 2024, at 3 pm. This position will be posted until filled. Full job description and employment application are available for download at halifax-ma.org/apply.

The Town of Halifax is an equal opportunity employer.