

**HUNTINGTON CITY-TOWNSHIP PUBLIC LIBRARY
JOB POSTING OPPORTUNITY**

Reference Librarian

The purpose of this position is to provide extraordinary reference service to our customers and fellow library staff. This position demands a dynamic, energetic and creative individual who can take a leadership role in designing programs and services with the goal being to best meet customers' needs and provide outstanding customer service. This position will participate in contributing innovative and progressive solutions as a part of a cooperative team. The work is performed under the direction of the Adult Services Department Head.

Hours: 40 hours per week including days, evenings and weekends

Examples of Work Performed:

- Provides professional reference services for customers
- Assists customers in identifying and finding appropriate materials
- Anticipates and understands customer needs and preferences
- Receives, researches and responds to customer's questions
- Provides technology support to library staff and the public
- Teaches customers and staff computer skills
- Oversees customers and their use of the library maintaining the appropriate atmosphere and discipline depending upon the area and the customers being served
- Assist in the selection of collection materials
- Performs related work as required

Personal Characteristics:

Customer focused
Accurate
Detail oriented
Innovative
Organized
Self-starter
Lifelong learner
Strong analytical skills
Good problem solver
Technically savvy
Team oriented
Comfortable working in a multi-tasking environment
Enjoys working with diverse populations

Qualifications and Skills:

- At least 2 years of library experience and Master's Degree in Library Science required, students currently pursuing a Master's Degree may be considered
- Must hold, or be able to obtain within six months, Indiana State Library Certification LC6 or higher

- Experience providing professional reference services
- Skill in checking information for accuracy and completeness and correcting errors
- Thoroughly enjoys working with the public
- Ability to excel as a productive and positive team member
- Ability to communicate effectively
- Ability to lead an effective meeting
- Ability to provide effective project leadership
- Develops and maintains terrific relationships with customers and fellow staff
- Ability to model a positive attitude and excellent interpersonal skills
- Ability to handle high volumes of work
- Knowledge of library practices highly desirable

Compensation:

This position starts at \$14.00 per hour. Also includes an employee benefit package that includes vacation, sick leave, health, insurance, holidays, and retirement benefits.

Selection Procedure:

The selection of the successful candidate will be made by assessment of education and background, computerized typing test, review of written communication skills, oral interview; review of references, and other appropriate job-related procedures. All applicants will be notified as to the status of their application.

Special Accommodations:

Huntington City-Township Public Library will make arrangements to furnish appropriate auxiliary aids and services where necessary and reasonable to afford an individual with a disability the opportunity to participate in the recruitment process. Please notify the Library Director at (260)356-0824 to request special accommodations prior to the application deadline.

To Apply:

Download and complete the application at <http://hctpl.info/jobs>. Applications may also be picked up in person at the Main Library.

Submit the application, cover letter, and resume to jobs@hctpl.info or mail to:

Huntington City-Township Public Library

Attn: Director

255 W. Park Dr.

Huntington, IN 46750

All applications submitted by mail must be postmarked by the application deadline and received no later than 2 days after the application deadline.

Application Deadline: August 29th, 2014

WE ARE AN AT-WILL, EQUAL OPPORTUNITY EMPLOYER