

Carrie Ribeiro, SPHR
Director, Human Resources



Town of Ludlow
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**** EXTERNAL POSTING ****

Title:	Reference/Technology Librarian	Classification:	Hourly 40 Hrs./Week, Benefited
Department:	Hubbard Memorial Library	Grade:	GLIII
Reports to:	Library Director	Salary:	\$57,375 to \$78,892
		Effective Date:	July 1, 2022

GENERAL SUMMARY

The Reference/Technology Librarian is a management position providing Reference Services and Technology support and is responsible for library operation in the Director's absence. Work involves the supervising of Reference and Technical Services library staff, administrative support including budgeting and financial reporting, coordinating with other library services, developing and facilitating adult library programs, and collection development and maintenance. Considerable knowledge, skill and ability in every phase of the public library field, particularly as it relates to reference services and technology trends, is a must.

KEY RESPONSIBILITIES

(The essential functions listed below are intended only as examples 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.)

- Direct, supervise and coordinate the operations of Adult Services with other library services and functions.
- Assist in planning for programming, marketing, implementation, evaluation, and reporting of large scale multi-faceted projects.
- Provide administrative support to the Director such as assisting in preparing the annual budget, particularly as it relates to the Adult Services and Programming.
- Develop, evaluate and present library programs and services to meet specific needs of adults; develop and teach computer classes and other related instructional content. Supervise program presentation by subordinate staff.
- Evaluate materials and services and selects materials for library acquisition on a broad variety of topics that cover areas of general knowledge and meet the interests and needs of the Ludlow community.
- Perform statistical and analytical evaluations for all major Adult Programming events.
- Monitor the condition of the Adult Services area and the security of the adult collection; oversee proper use of library computers and provides technical support as needed.
- Provide reference services to adults; readers advisory services to all patrons both internal and external and mentorship opportunities for patrons in need of assistance.
- Implement Adult facilities planning reflecting the latest library and technology trends.
- Evaluate materials and services and selects materials for library acquisition on a broad variety of topics that cover areas of general knowledge and meet the interests and needs of the Ludlow community.
- Perform outreach activities to community organizations.

MINIMUM QUALIFICATIONS

Qualified applicants must have a Master's Degree in Library Science from an accredited college or university plus a minimum of three (3) years of experience as a professional librarian in Reference/Adult Services. Some supervisory and grant writing experience preferred. Applicant must be able to pay attention to detail, maintain professional working relationships with other employees and the public, and possess strong interpersonal and communication skills. Applicant must be willing to attend various professional development workshops, seminars, etc. to stay current with knowledge and trends regarding technology, instructional design and reference services. Regular and punctual attendance is a requirement of the position.

SUBMISSION DEADLINE

Interested candidates should submit a **resume, cover letter and completed Town of Ludlow application** (available at www.ludlow.ma.us:81/HR/) via email to HRJobs@ludlow.ma.us. Applications will be accepted until position is filled. **No application submissions will be accepted if incomplete.** Qualified applicants will be called for an interview. Once the position has been filled, all applicants will be notified. Applications are not held on file.

DISCLAIMER - *The above statements are intended to describe the general duties to be performed and are not an exhaustive list of all requirements. Employees may be required to perform duties outside of their normal responsibilities from time to time as needed. This description does not constitute an employment agreement and is subject to change as the needs of the employer and requirements of the job change.*

The Town of Ludlow is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law. Rev. 6/2022