

**TOWN OF WAYLAND
POSITION DESCRIPTION**

Title: Reference Librarian

Department: Library

Appointing Authority: Board of Library Trustees

Affiliation: Wayland Library Staff Association

Grade: L-4

Personnel Board Approved: 10/21/1997

Personnel Board Revised: 7/28/2022

Summary of Duties

Implements the basic policies of the Board of Trustees by providing research and information services to patrons. Renders professional services requiring the exercise of considerable judgment in the selection and maintenance of the reference collection in its various formats. Assists in the formulation and implementation of policies and programs relating to the reference role of the Library.

Supervision Received

Supervised by the Assistant Director and/or Library Director. Works without this supervision on Saturdays and Sundays.

Supervision Exercised

May supervise clerks and pages at certain times.

Job Environment

Performs work under typical library conditions with frequent interruptions; work schedule requires evening and weekend work; work environment can be busy and challenging at times; may be subject to abrupt schedule changes to solve technology-related problems.

Has frequent contact with the library patrons, vendors, staff, Town employees, and area libraries. Contact with the public is to be courteous and may require patience, tact, and understanding.

Errors could result in poor service to patrons who could receive inaccurate information, time loss, confusion and delay, poor public relations, and failure to achieve program objectives.

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.

Provides reference services to the public. Answers a variety of inquiries in person and by telephone using Wayland's collections, subscription databases and the Internet. Checks and/or refers patron to other libraries or other sources of information as needed.

Assists adults and students with research, bibliographic searching and school assignments, directing them to appropriate tools, making certain that patron knows how to use the source whether it is print or electronic.

Offers reading recommendations when requested by patrons.

Instructs the public in the use of on-line catalog, and other reference materials in various formats.

Keeps current with new publications and developments in the reference area. Suggests new titles (in various formats) for purchase. Withdraws outdated materials, print and non-print materials from reference.

Attends meetings of Minuteman Library Network interest groups, including Reference and others as needed (Technology, etc.)

Assists at the Circulation Desk as needed.

Performs other duties as assigned by the Assistant Director and/or Director.

Recommended Minimum Qualifications

Education:

Bachelors of Arts/Science in Liberal Arts; Master of Science in Library Science preferred.

Experience:

At least two (2) years experience working in a library performing reference activities.

Substitutions: None

Knowledge, Abilities and Skills

Thorough understanding of Innovative Interfaces or similar automated systems. Computer literacy is a must. Good working knowledge of the library's reference collections, accessible databases, and general literature holdings.

Ability to stay calm at busy times and juggle several tasks at once.

Ability to search a variety of databases and use the Internet. Ability to deal with change and cope with the continuing flow of new developments in library automation.

Can work well with teenagers, a major source of reference inquiries on weekends, after school and at night; Willingness to plan, set goals and objectives for library in automation, collection development and related areas; Able to teach users to feel comfortable with online catalogs.

Physical Requirements

Occasional light physical effort required to perform duties under typical library conditions. Occasionally required to lift items and equipment weighing up to 30 pounds and to kneel, bend, stoop, crouch and twist. Must have manual dexterity to operate, maintain, and repair a variety of computer-related equipment. Ability to sit for periods of time, and to talk and listen.

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.