

**Montgomery County-Norristown Public Library  
Job Description**

<b>Title:</b> Reference Librarian	<b>Classification:</b> Librarian 1
<b>Primary Work Location:</b> Norristown, PA	<b>Department:</b> Reference Services
<b>Supervisor:</b> Department Head	<b>Number of Employees Directly Supervised:</b> 0
<b>Status:</b> <input checked="" type="checkbox"/> <b>Regular</b> <input type="checkbox"/> <b>Temporary</b>	<b>Fair Labor Standards Act Status:</b> Non-Exempt
<input type="checkbox"/> <b>Full-time</b> <input checked="" type="checkbox"/> <b>Part-time</b>	<b>Hours:</b> 28 hours/week (Days, Evenings, Weekends)

**Statement of Responsibilities**

As a direct report to the Reference Services Department Head, serve as a professional reference librarian for patrons in the main library, branch, and bookmobile service areas. Provide reference services support to district libraries and their patrons. Participate in regional and statewide virtual reference services. Perform collection development in assigned areas. Write and administer grants to enhance department offerings. Develop and deliver training, workshops, and programs for staff and the public. Cross-train with other departments and branches to provide staffing assistance, as needed.

**Organizational Relationships**

Maintain positive working relationships with other MC-NPL departments and branches. Represent department to external agencies including, but not limited to: service providers, schools, nonprofits, consortiums, district libraries, local municipalities, and county government.

**General Responsibilities and Examples of Work**

*General:*

- Carries out job functions without posing a health or safety threat to self or others.

*Reference:*

- Provides general reference and reader's advisory services to individuals, groups, organizations, and other libraries.
- Assists patrons with identifying and utilizing appropriate reference resources in all formats, both physical and electronic.
- Assist patrons to place hold requests and interlibrary loan requests for resources not available in local library collections.
- Participates in regional and statewide virtual reference desk services.

*Technology:*

- Assists and instructs patrons in the use of all technologies, both analog and digital, to access information resources via print, desktop computer, and mobile device modalities.

*Collection Management:*

- Participates in collection development and maintenance in assigned areas: selection, analysis, evaluation, and deaccessioning.

*Outreach and Education:*

- Develops and delivers training, workshops, and programs to staff and patrons for both individuals and groups.
- As assigned, represents library at community days and other special events.

*Marketing:*

- Markets department resources, services, and programs to targeted populations via both print and online methods.

*Grants:*

- Prepares and submits grant applications to enhance department offerings and administers awarded grants.

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*Statistics and Reports:*

- Collects and reports department statistics. Generates statistics and reports to support data driven decision-making.

*Other:*

- Performs other duties required to support department operations, as needed.
- Cross-trains with other departments and branches to provide staffing assistance, as needed.

**Qualifications for Employment**

- Master's Degree in Library Science. Ability to obtain certification as a Professional Librarian by PA Bureau of Teacher Certification.
- Experience in patron-facing public library services is preferred.
- Work experience in library reference services is desired.
- Familiarity with Integrated Library Systems (ILS) is preferred and Polaris ILS is desired.
- Spanish language fluency is desired.
- Working knowledge of Microsoft Office software.
- Excellent attention to detail and organizational skills.
- Excellent spoken and written communication skills.

**Physical Demands or Requirements** (\* indicates essential requirement)

Strength/movement requirements

- \*Able to lift or move 40 pounds
- \*Able to adjust to floor and/or overhead level
- \*Able to remain in a stationary position and/or traverse for 2 hours at a time

Manual/physical dexterity requirements

- \*Able to manipulate keyboard of computer, typewriter or other office equipment
- \*Able to manipulate mouse, pointing device or other input device
- \*Able to manipulate data cables, cords, connections, or similar power and data devices
- \*Able to manipulate pages of books, insert and remove disks, manipulate library materials

Communication requirements

- \*Able to use telecommunication devices to communicate with staff and public
- \*Able to observe, understand and create written material

**Additional Eligibility Requirement;**

- Employment is contingent upon the submission of the following: PA State Police Criminal History, PA Child Abuse History Clearance, FBI Criminal Background Check, and PA State Mandated Reporter Training within 30 days from the date of hire and resubmission 60 months thereafter.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. All employees must be able to perform the essential functions of this position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent of undue hardship.

**Print Name:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Revised: April 15, 2023