

**New Cumberland Public Library**  
**Job Description**  
**Part-Time Reference Librarian**

Responsible for providing reference/information assistance to library patrons.

**QUALIFICATIONS:**

- An MLIS or currently pursuing an MLIS (Preferred) OR a Bachelor's Degree and work experience in a library.
- Knowledge of the principles and practices of reference and information services.
- Knowledge of Reader's Advisory and book selection.
- Knowledge of online database searching and computer knowledge as related to library services.
- Knowledge of social media and providing promotional information.
- Ability to help patrons with accessing information online, and provide help with computer and printing questions.
- Excellent communication, interpersonal and customer-service skills.
- Ability to deal with the public using courtesy and tact.
- Ability to establish and maintain effective working relationships with supervisors, coworkers, and the general public.
- Self-discipline, good work ethic, and strong personal interest in the library field.
- Ability to understand and adhere to library policies and procedures.
- Must pass all required background checks.

**HOURS:**

Two weekday morning shifts, 9:45 a.m. to 1:00 p.m., and one Saturday a month 9:30-5:15, plus substitution availability. Additional shifts may be added in 2022.

**SPECIFIC RESPONSIBILITIES:**

- Provides reference and information assistance, reader's advisory assistance, and computer help to the general public.
- Provides answers to reference questions in person and by telephone.
- Promotes and instructs patrons on how to operate the library's computer catalog system.
- Instructs patrons and provides assistance in the use of the Internet.
- Promotes and instructs patrons and provides assistance in the use of databases and other online resources.
- Troubleshoots computer problems.
- Completes inter-library and ILL requests accurately as requested.
- Provides basic service desk functions while assisting patrons, such as checking items in/out, placing reserves, receiving fines and fees.
- Works with the circulation assistant to provide prompt and accurate customer service to patrons.

- Promotes and instructs patrons and provides assistance in the use of downloadable audio and e-books.
- Stays current on technology trends
- Sorts and checks-in items from delivery when required.
- Assumes in-charge status and handles problems and emergencies responsibly and professionally.
- Helps with social media, flyers and promotional information for Library programs and services.
- Responsible for opening and closing the library as scheduled.
- Attends staff meetings.
- Performs related work as required.

**PHYSICAL CAPABILITIES:**

- Ability to sit for up to 4-8 hours, and stand and/or walk for up to 2-6 hours per workday.
- Ability to bend/stoop, squat, kneel, reach above shoulder level, lift, and push and pull carts.
- Ability to lift and carry up to 25 pounds.
- Ability to repetitively grasp, lift, and carry materials.
- Ability to repetitively perform fine motor manipulations including typing and writing.
- Ability to answer the phone clearly.

**To apply, please fill out an application available on our website, [newcumberlandlibrary.org](http://newcumberlandlibrary.org), or hard copy at the New Cumberland Public Library, 1 Benjamin Plaza, New Cumberland, PA and email or return to the attention of Alana Bubnis, Library Director, [abubnis@cumberlandcountylibraries.org](mailto:abubnis@cumberlandcountylibraries.org).**