

**City of Lowell**  
**Job Description**  
**Please Post: July 6, 2022**  
**Deadline: July 27, 2022**  
**Pollard Memorial Library**  
**Librarian I - Reference**

**Job Title:** Librarian I – Reference (1300-36, 3182)  
**Department:** Pollard Memorial Library  
**Reports To:** Director of Library; Asst. Director of Library  
**Work Schedule:** 35 hrs per week, includes every 4th Saturday from Sept to June & 1 evening per week year round.  
**Union:** MVEA-C  
**FLSA:** Non exempt  
**Salary:** \$911.35 (min) to \$1,021.61 (max) per week; 35 hours per week

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Under the direct supervision of the Assistant Director, provides information services in the Adult Services Department.  
Assists patrons in all aspects of reference and reader's advisory services, including arranging library displays and preparing book lists.  
Maintains and promotes adult services by participating in collection development, including weeding, and by facilitating access to materials.  
Participates in consortium or other cooperative meetings concerned with adult services.  
Performs other related and comparable duties as assigned.  
Takes responsibility for local history and genealogy services.  
Other duties as assigned.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

***MLS from an ALA-accredited library school required.*** Ability to work with a diverse urban population an asset; experience with an automated library system and electronic services preferred.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

## **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

## **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock (electrical outlets). The noise level in the work environment is usually moderate.

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen and CORI, post offer.

**Qualified individuals should apply by the deadline of July 27, 2022 by submitting application/resume with cover letter using the City of Lowell job opportunities online portal: <https://ess.lowellma.gov/employmentopportunities>**

*The City is committed to encouraging diversity and inclusion through equitable opportunities for all community members. The aim is for our workforce, including contractors, to be truly representative of all sections of society and our community, and for each team member to feel respected while fostering belonging.*

*EOE/AA/504 Employer*