

Job Title: Digital and Reference Services Librarian
Reports to: Library Director
Status: Part-Time
Compensation: \$21/hr
Schedule: 21-28 hours/week, with some nights and weekends required

The Whitehall Public Library is seeking a part-time Digital and Reference Services Librarian to join our team. This role involves assisting patrons by providing digital and media literacy instruction in a variety of formats.

Education and/or Experience:

- Master's Degree in Library & Information Science
- Experience with digital literacy and customer service.

Essential Duties and Responsibilities:

1. Foster a welcoming and inclusive library environment, with an empathy-based customer service philosophy;
2. Work at the reference desk as scheduled, providing helpful and efficient assistance regarding library resources and services;
3. Answer reference questions in-person, by phone or email;
4. Provide one-on-one assistance and computer support when able;
5. Develop and implement digital literacy programs, services and initiatives, keeping current as new trends and technologies emerge;
6. Oversee, create and maintain all supporting documentation for digital services (e.g., tip sheets, instructional videos, etc.);
7. Oversee the circulation and return of library devices;
8. Provide reader's advisory services;
9. Assist with staff training around emerging technologies and reader's advisory services;
10. Create and manage a variety of library displays, including the public art wall;
11. May assist with library programs and fundraisers, outreach, and collection development;
12. Work at the circulation desk as scheduled;
13. Perform other duties as assigned.

Required Knowledge, Skills and Abilities:

To perform this position 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.

- Thorough understanding of all WPL policies and procedures;
- Knowledge of principles and practices of general reference, technology assistance, and readers' advisory services;
- Excellent interpersonal, oral, and written communication skills;
- Demonstrated knowledge of diverse digital devices and applications;
- Ability to utilize and analyze emerging technologies as appropriate;

- Ability to maintain a positive public service attitude, and to interact with public, staff and library board.
- Must acquire PA Child Abuse, PA Criminal History, and FBI fingerprint Criminal History clearances. Must take mandated reporter training.

Physical and Environmental Conditions:

Work requires occasional physical effort in the handling of materials, boxes, or equipment of 10-20 pounds and/or standing or sitting for long periods of time.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts or working conditions associated with this position.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions of this job.

To Apply:

Send an e-mail with resume, cover letter, and three references to:

Anthony DeMinico, Library Director

deminicoa@einetwork.net

Applications will be accepted until the position is filled.