



# Peabody Institute Library

82 Main Street

PEABODY, MASSACHUSETTS 01960-5592

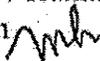
Education · Information · Recreation

978-531-0100



September 25, 2014

To: Library Staff / Human Resources Department

From: M. Holden 

Re: Job Posting –Assistant Reference Librarian – part-time

In accordance with article VI, paragraph A of the Agreement between the City of Peabody and the American Federation of Teachers, Local 1289, the position of **Part-time Assistant Reference Librarian** is posted until the close of business on **Friday October 3, 2014**. All applications shall be submitted in accordance with paragraph B, Article VI.

Grade: **Assistant Librarian**

Hours: 14 hours per week

Description attached.

cc: Main library  
South Branch  
West Branch  
Human Resources Dept., City Hall  
File

## **JOB DESCRIPTION**

### **ASSISTANT REFERENCE LIBRARIAN**

**RESPONSIBILITIES:** The Assistant Reference Librarian reports to the Senior Reference Librarian, works with the general public, and is responsible for supporting all functions and activities of the Reference Department including responding to reference inquiries, reader's advisory support, providing technology instruction and assistance through classes and one-on-one instruction, clerical support and duties as assigned. Responsibilities may include circulation support as needed.

**Qualifications:** Bachelors degree; Technological proficiency; Strong customer service skills. Public library experience is preferred.

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