

Job Title:	Reference Librarian	Status:	Permanent Part Time Non-exempt
Department:	Reference and Adult Services	Rate:	\$20-\$24 per hour <i>commensurate with experience</i>
Description:	<p>Radnor Memorial Library is seeking an enthusiastic and community-focused Reference Librarian to fill a permanent, part time position at its busy Reference Desk for an average of 12-16 hours per week. Schedule will include a combination of daytime shifts and at least one evening shift per week, plus a regular Saturday/Sunday weekend rotation each month.</p> <p>Located along the beautiful Main Line, RML's newly renovated Library serves a community of 33,228, plus visitors from neighboring townships in Delaware, Chester and Montgomery counties. We provide a highly curated collection and a busy, welcoming space for people to work, study and relax. We also offer a full schedule of well-attended programs for all ages. We believe in the power of imagination and ideas and are dedicated to being the community's destination for discovery and engagement, a home for cultural and intellectual enrichment and learning.</p> <p>Applicants should be customer service focused, tech savvy, attentive to detail, and committed to providing a warm and welcoming environment for visitors. Successful candidates will be knowledgeable in current reference service methods and trends, and able to handle difficult situations with professionalism in accordance with the policies of Radnor Memorial Library and Delaware County Libraries.</p>		
Responsibilities:	<p>Under the supervision of the Head of Reference and Adult Services, duties will include (but are not limited to):</p> <ul style="list-style-type: none"> • providing direct reference services to patrons using various communication formats (face-to-face, telephone, email, & chat) • helping patrons locate library materials • teaching patrons how to use library technology and products and troubleshooting problems • providing readers advisory services • maintaining assigned collections • creating book displays • managing study room reservations and usage • assisting with programs and outreach • overseeing the Library operations during evening and weekend shifts and handling emergencies • contributing to the planning and implementation of departmental goals • attending trainings for continuing education • completing special projects as assigned 		
Physical Demands:	<p>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.</p> <p>While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; and talk or hear. The employee is regularly required to walk and reach with hands and arms. The employee is frequently required to sit and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and distance vision.</p>		

Qualifications:	<ul style="list-style-type: none"> • Masters degree in Library Science from an accredited college or university • One year of job-related library experience • Students currently enrolled in an MLIS program with previous library experience are welcome to apply • Exceptional customer service skills and the ability to work well with people from diverse backgrounds • Professional demeanor and positive attitude • Excellent verbal and written communication skills • Experience answering reference questions using both digital and print reference sources • Excellent computer skills with a demonstrated capability to learn new software and stay abreast of all of the digital products the Library offers • Experience using an Integrated Library System. • Ability to teach technology skills and troubleshoot technical issues • Attention to details and follow through • Ability to prioritize and manage multiple projects simultaneously in a dynamic environment • Ability to work both independently and as a member of a team • Familiarity with the principles and practices of public library service • Working knowledge of the ALA Code of Ethics, Library Bill of Rights, and the Freedom to Read Statement • Must provide PA Criminal History Record, Childline Child Abuse Clearance, and FBI Fingerprint check prior to beginning employment and when renewals are due
Preferred Qualifications:	<ul style="list-style-type: none"> • Two or more years experience in a Library • Fluency with Sierra ILS • Fluency with Microsoft Office Suite, Google Suite, Canva, Libby, Hoopla, Kanopy, and other library products and databases • Experience handling and resolving problems • Ability to be proactive and flexible • Advanced catalog and internet search skills • Working knowledge of Delaware County Libraries policies and procedures
Contact:	<p>Send completed RML Employment Application, cover letter, and resume by mail or email to:</p> <p>Joanne Iantorno Radnor Memorial Library 114 W Wayne Avenue Wayne, PA 19087 jiantorno@radnorlibrary.org</p> <p>For more information visit: https://radnorlibrary.org/employment/</p>
Deadline:	Applications will be accepted on an ongoing basis until position is filled