

## **JOB POSTING**

Instruction & Reference Librarian (part-time)

### **NEW CANAAN LIBRARY VISION**

New Canaan Library is the town's source for discovery and inspiration. Our mission is to empower and inspire learning through innovation, education and discovery.

### **OUR VALUES**

- Commitment
- Service
- Excellence

### **ROLE PURPOSE**

#### **Position responsibilities:**

- Provide instructional and reference services to our adult community

#### **Key Functional relationships**

- Manager of Adult Services
- Members of Adult Services Team
- Digital Services Team

### **JOB DESCRIPTION**

#### **Deliverables**

- Develop classes and workshops in response to changing needs of our community and in conjunction with technology advancements/changes.
- Tracking and evaluation of classes and workshops.
- Liaise with Digital Services Team for coordination on instruction efforts.
- Consistently provide excellent information and reference service to the public at the Information Desk.
- Provide input and feedback regarding the direction of Library instruction to the Assistant Manager of Adult Services.
- Lead and participate in professional in house learning.

#### **Accountabilities**

- Delivery of excellent Information Desk service.
- Keeping an up-to-date knowledge of all Information Desk procedures and tools.
- Keeping up-to-date with new tools and trends in instruction and reference services.
- Overall coordination and oversight of instruction activities for the adult community.
- Effective collaboration and engagement with other departments to enable delivery of seamless services to whole community (on site, online and by telephone)
- Serve on library committees and projects as needed.

#### **Skills & Attributes**

- Excellent service ethos and dynamic, interpersonal abilities
- Effective instruction skills and understands pedagogy of adult learning
- Enjoys working with the public
- Well organized and reliable

- Team player with strong communication skills both written and in person
- Self-starter who takes initiative
- Strong personal/professional learning focus

#### **Competencies**

- Strong customer focus
- Excellent judgment
- Confidentiality
- Ongoing self-directed professional development

#### **SALARY**

\$28.00/hour

#### **REQUIREMENTS**

- MLIS (or within 1 semester of completion)
- 19 hrs/week including one evening shift per week and alternating weekends
- up to 2-4 hours at the Information Desk per work day

Interested applicants should send a cover letter and a copy of resume to Christle Chumney, *Manager of Public Services*, [cchumney@newcanaanlibrary.org](mailto:cchumney@newcanaanlibrary.org).

Posted September 13, 2017