



THE CITY OF EAST ORANGE

Job Posting

Job Title:	LIBRARIAN	Job Category:	Classified
Department/Group:	East Orange Public Library	Job Code	07569
Location:	East Orange Public Library	Travel Req'd	LOCAL
Level/Salary Range:	\$25.94 - \$33.92	Position Type:	Part-time
HR Contact:	Shatera Smith	Posting Period	8/10/2016 – 8/24/2016
Applications Accepted By:			
Fax or E-mail: 973-675-6128 crreed@eopl.org CC: pholmes@eopl.org		Mail: Carolyn Reed , Director East Orange Public Library 21 S. Arlington Ave. East Orange, NJ 07018	
Attention: LIBRARIAN (Part-time)			
Job Description			
<p><u>Role and Responsibilities</u></p> <p>Under supervision, functions at the entry level of the professional librarian class of jobs, providing a variety of library services; and/or related duties as required. Incumbents may be required to complete cross-training in one or more of the following specializations: Children's Services, Reference Services, and Technical Services.</p> <p><u>Qualifications and Education Requirements</u></p> <p>A Master's degree in Library or Information Sciences from an American Library Association accredited program with some reference and/or youth services experience. Knowledge of programming for children and adults.</p> <p><u>Preferred Skills</u></p> <ul style="list-style-type: none"> • Assists patrons in finding desired information or resources and furnishes information on library activities, facilities and services. • Provides reader services responsive to user needs such as compiling bibliographies and reading lists. • Provides research services, answering reference questions and explaining the use and availability of reference sources in all appropriate formats. • Provides outreach to the schools, civic and community groups. • Knowledge of theories, objectives, principles, and techniques of librarianship. • Knowledge of Library Classification Systems. • Ability to keep informed of current theories, objectives, principles, and techniques of librarianship; and adapt to modern technology, library trends and innovations. • Ability to communicate effectively and share knowledge with others using oral, written and electronic communication skills. 			