

## MONROE COUNTY LIBRARY SYSTEM

- TITLE:** REFERENCE LIBRARIAN/REFERENCE TECHNICIAN  
ELLIS LIBRARY & REFERENCE CENTER
- SUPERVISOR:** Head of Reference, Ellis Library & Reference Center
- NATURE OF WORK:** Perform duties involved in providing reference and reader's service for the users of the Monroe County Library System.
- ESSENTIAL DUTIES:**
- Provide all basic services of the reference desk, using print, nonprint, electronic, and internet resources.
  - Contact patrons concerning subject requests and requested materials.
  - Compile information to answer branch and cooperative reference requests.
  - Instruct staff and patrons in the use of materials and equipment.
  - Troubleshoot department equipment including computers, microfilm reader-printers, audio-visual equipment, etc.
  - Assist in public program development.
  - Knowledge of circulation desk tasks and ability to perform these tasks as needed.
  - Work on various projects; digitization, local history, etc.
  - Conduct tours, offer technology classes (Internet, databases, ebooks, etc.), speak to groups.
  - Serve on staff and community committees, attend workshops as assigned. Attend staff meetings.
  - Assist in reference collection development.
  - May work at multiple locations. While this position is currently assigned at the above location, MCLS reserves the right to require all employees to be available for assignments at any MCLS location.
  - Other duties as assigned
- QUALIFICATIONS:** Graduation from an accredited four year college or university, plus a fifth year degree from an American Library Association accredited School of Library Science, or other combination of experience and education as determined by the Director. Demonstrated lifelong habit of reading.
- PHYSICAL REQUIREMENTS:** Ability for prolonged sitting, with frequent standing, walking, bending and squatting; reaching and overhead lifting of books from high shelving. Requires the ability to lift ten to fifteen pounds frequently and thirty pounds occasionally. Requires the ability to

occasionally push and/or pull heavy rolling carts.  
DESIRABLE Knowledge of modern library principles, methods and practices.  
ATTRIBUTES: Knowledge of books and authors, both adult and children.  
Knowledge of library reference materials. Ability to instruct small groups. Strong commitment to public service. Ability to establish and maintain effective working relationships with patrons and other staff members. Familiarity with automated library systems. Ability to operate in an online, networked and hands-on environment.  
Demonstrated good judgment, dependable, flexible, self-starter.

HOURS: 40 hour week, including evenings and weekends.

GRADE: Professional or Technical, depending on education attained

SALARY: Starting – (P) \$20.72 or (T) \$16.33 per hour

BENEFITS: Health, vision, dental, long term disability, life insurance, retirement plan, paid vacation, sick and holiday leave.

APPLY TO: Business Office  
Monroe County Library System  
Mary K. Daume Service Center  
840 South Roessler Street  
Monroe, MI 48161

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