



## **Town of Suffield, Kent Memorial Library Reference Librarian**

Position: Reference Librarian

Posted: January 25, 2018

Application period ends: February 9, 2018

The Kent Memorial Library in Suffield is seeking a dynamic person with outstanding customer service skills to fill the position of Reference Librarian. This is a part time temporary position of 26.5 hours per week, Tuesdays, 9:30 – 5pm, Thursdays, 1:00 – 5:00 pm, Friday's 9:30 – 5:00 pm and every other Saturday, 9:30 – 5:00 pm.

### **General Statement of Duties**

- Provide outstanding customer service at reference desk to library patrons
- Assist patrons with research, reader's advisory, technology and information inquiries
- Manage multiple priorities
- Complete other assignments as directed

### **Supervision**

Works under the supervision of Library Director

### **Qualifications**

Applicants must have a working knowledge of computers and office software. Previous library reference experience and a degree in Library Science from an accredited institution are preferred. Graduate students in Library Science programs are encouraged to apply.

### **How to Apply**

This position is available immediately. Applications can be found on the town's web page at [www.suffieldct.gov](http://www.suffieldct.gov) under town offices & services/human resources. Mail, fax or e-mail application and resume to: Karin Ziemba, HR Director, Town of Suffield, 230C Mountain Road, Suffield, CT 06078, (fax) (860) 668-3317, (e-mail) [kziemba@suffieldct.gov](mailto:kziemba@suffieldct.gov)

*The Town of Suffield is an equal opportunity employer m/f/d/v  
the above posting is intended as a guide and is not a complete description of the position or process*



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